



Career Counselor, Position #518 Career Center

Position Summary:

Manage career counseling, programming and course curriculum services to meet students' and alumni career development needs in collaboration with faculty, student leaders, alumni and staff. Coordinate campus-wide internship program in collaboration with academic affairs and student services to produce high quality learning outcomes, standardized policies and increased internship courses/programs and participation by students. Manage, develop and organize resources to insure seamless, easy to use, interactive, helpful, credible and responsive career development services to students and alumni. Oversee campus-wide marketing efforts to promote the Career Center as helpful, credible and responsive to students and faculty members. Develop and teach career planning classes/workshops in collaboration with academic and student services to help students and alumni achieve their career goals.

Required Education, Experience and Skills:

This position requires post-baccalaureate credentials, a bachelor's degree plus equivalent training and experience may also be considered.

Preferred Education, Experience and Skills:

- Master's Degree in College Student Personnel, Counseling, Human Resources, or related field.
- Experience in career counseling, internship development or human resources preferred.
- Experience in program development, workshop planning and delivery and teaching classes.
- Experience working with college students and alumni.

Knowledge, Skills and Abilities:

- Ability to establish rapport and relate well to students, faculty, employers, parents, alumni, and staff. Effective communication with strong written, interpersonal and presentations skills.
- Knowledge and skills in career development theory, pedagogy career counseling and assessment. Career resource development skills and familiarity with online career technologies.
- Organizational, detail-oriented, problem solving and project management skills. Ability to gather and analyze outcomes data to evaluate and improve programs.
- Ability to communicate the liberal arts mission and skills to constituents.
- Ability to articulate the needs and concerns of historically under-represented and ethnically diverse populations, persons with disabilities, GBLTQ individuals, women, veterans and non-traditional students.

Duties and Responsibilities:

Manage and Implement Career Counseling Services

- Counsel and advise individual students and alumni to gain self-awareness, choose academic majors, choose professional careers, identify graduate schools and develop internship and job search skills to help them achieve their career goals.
- Provide career planning assistance that includes conducting client intake assessments; determining client intervention strategies; conducting career assessment administrations and interpretations and evaluating client's progress.
- Provide internship and job search assistance which includes critiquing resumes, conducting mock interviews, teaching internship and job search strategies including networking and creating LinkedIn profile and attending career fairs.
- Provide graduate school application assistance including writing personal statements, submitting applications and preparing for interviews.
- Track, analyze and evaluate the quality and effectiveness of all career counseling outcomes.

Coordinate Career Programming

- Conduct campus presentations regarding career planning, major selection, resume and cover letter writing, interviewing, graduate school applications, internship and job search strategies in collaboration with career counselors.
- Develop and present informational and hands-on workshops to classes and student group to educate students on how to choose their major, choose their career, obtain an internship, and professional job ensuring they achieve their academic and career goals.
- Create and present workshops to parents, prospective students, and transfer students during orientation sessions and admission events educating them on the career development process and employment trends.
- Develop and publish presentation materials including handouts and multi-media presentations.
- Track, analyze and report number of workshops and satisfaction survey results to evaluate the quality and effectiveness of the career development programming outcomes.

Oversee Campus-wide Integrated Internship Program

- Collaborate with faculty internship supervisors to promote, increase and standardize UNC Asheville internship/work experiences to insure high quality learning objectives and measurable outcomes.
- Develop and monitor approved campus-wide policies, procedures and guidelines in collaboration with academic affairs for the Internship Program.
- Promote internships through programming and marketing efforts to students and faculty resulting in increased junior year participation.
- Consult with faculty to incorporate national best practices for paid/unpaid, credit/noncredit and measurable learning objectives for internships.
- Develop Internship Course Curriculum in collaboration with faculty to teach effective career development concepts and skills.
- Track, analyze and report internship outcomes to evaluate program on an annual basis.

Coordinate Campus-wide Marketing

- Develop and implement Marketing Plan with staff members in order to promote services to students and the campus community and educate students on available services.
- Organize and coordinate marketing events in academic and campus buildings with Career Peers and staff to promote services and resources.
- Create and distribute marketing materials including fliers, table tents, advertisements and pamphlets on a weekly basis.
- Track, analyze and report online usage results to evaluate the quality and effectiveness of the website resources.

Located in the Blue Ridge Mountains in Western North Carolina, UNC Asheville is the designated public liberal arts campus in the University of North Carolina system. UNC Asheville is nationally known for the quality of our student-centered teaching, mentoring of undergraduates in research, interdisciplinary learning, and striving to be an inclusive campus community.

UNC Asheville's commitment to increasing and sustaining the diversity of our faculty, staff, and students is reflected in our strategic plan goals of diversity and inclusion, and social sustainability. (<http://www3.unca.edu/spcms3/>) Women, traditionally under-represented minorities, and people with disabilities are encouraged to apply.

Apply at: <https://jobs.unca.edu/postings/2168>