

BOILERPLATE

Class Code:.....0344C
Position#:(PSA)6414,6401
Developed by:... TEP; SG
Reviewed by:.....DWS; BK
Approved by:.....RHL; LK
Date:7/92,5/99,3/02,3/04
2/05,10/07

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Career Advisor
DIVISION: Student Development
REPORTS TO: Director, Career Services
GRADE: 10
SUPERVISES: Graduate Intern(s)

BASIC FUNCTION:

Career Counseling: Counsel freshmen through recent alumni on all facets of the self-assessment process, job search preparation, strategies and techniques, as well as use of Web-based/Internet resources. Be directly involved in the development and delivery of educational services and advising for individuals and groups who are engaged in the career assessment process. Support the development of major events and processes that will facilitate the further educational goals of students. Work closely with a variety of academic, student development and student organizations to ensure appropriate referrals and collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Counsel University students and recent alumni who are involved in active career development decisions by advising them individually and in groups.

Assist in the development and support of the Career Resource Center.

Design, develop, market and present programs and workshops that will assist students and alumni in career, further education, and life planning decision-making.

Provide support to special University populations, such as non-traditional students, students with disabilities, athletes, and multicultural students, in addressing issues specific to their needs.

Work closely with University College advisors, academic departments and student organizations to facilitate cooperation and collaborative programming.

Coordinate the on-campus recruiting program, as well as participate as a team player in the planning and implementing of job fairs and other events.

Assist the Office of Career Services in other areas as needs arise, working in a flexible manner to continuously improve services.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in University projects and serve on various University committees.

Represent the University and Career Services at regional professional associations, conferences, and professional development workshops.

Assist the Director in representing Career Services at University events and programs.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database and spreadsheet software; digital projectors.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Earned master's degree or ABD in higher education, college student personnel, career counseling, or related field; minimum of one year of experience in direct career counseling to college students at a college or university; experience in the administration and interpretation of college-level career testing instruments, including Strong Interest Inventory and MBTI; experience in the use of career Web-based management systems such as MonsterTRAK or Experience; Microsoft Office and Internet proficiency; evidence of knowledge and experience in applying career development theory and current career resources; strong verbal, written, interpersonal and platform communication skills; ability to work some evening and/or weekend hours. **Preferred:** Experience with culturally diverse student populations, as well as with alumni; experience in developing and executing career programs; experience working with employers.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.