UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

CAREER ADVISOR

Working Title: Career Advisor
Hayes Hill Title: Associate Student Services Coordinator
Unit: Career Services
Position reports to: Director, Career Services
Appointment: Academic Staff (42% Annual: 10 Month/24 hours/week)

Position Summary: The Career Advisor will work primarily with students enrolled in the following departments: Health and Human Performance, Math and Computer Science, Music, Visual Arts, Natural Science and World Languages, Literature and Cultures. This position is a part-time, ten month position which will require occasional early morning, evening and weekend hours.

Position Description:

Student & Faculty Outreach 50%
• Represent Career Services Office and act as contact for faculty while encouraging communication between Career Services and faculty in the shared goal of preparing students for employment/internship opportunities
• Meet individually with students and alumni to assist them in their career development and preparing for their job/internship search
• Utilize technology in delivery of services in our office
• Present workshops and classroom presentations including but not limited to: Jacket Jobs, resume writing, interviewing, networking, and job search skills.
• Present and grade resume assignments to classes in conjunction with faculty

University Involvement and Development 30%
• Collaborate with the office coordinator and UWS foundation professionals in efforts to reach companies and create partnerships
• Work with Academic Advising and FYE for the coordination of services to assist students with their career exploration needs
• Assist with creation of departmental integrated strategic planning
• Recognize and promote a philosophical belief that career planning and employment skill development represent an integral part of the education process to students, staff, faculty and employers
• Collaborate and work collectively with the internship coordinators on opportunities for students in the Career Development process
• Seek out opportunities for professional development both on and off campus
• Other duties as assigned by the Director of Career Services

Program Coordination 10%
• Collaborate with office staff to organize and promote programs and events
• Develop and co-deliver programs/events targeted to students and alumni
• Create outreach materials and present to student clubs and organizations and resident halls on topics related to student employment activities.

Community/Employer Relations Development 10%
• Develop new and maintain existing relationships with employers who have internship and job opportunities specific to the majors served
• Manage all information collected from employers and organize it in the office system
• Create employment trend materials relevant to sessions geared toward advancing students’ skills

Knowledge, Skills and Abilities
• Knowledge of student advising and student development theory in relation to career choice
• Knowledge of college student development theory and career development theory
• Knowledge of current market and job trends relevant to preparing students for the world of work
• Knowledge of and ability to coordinate programs, develop event assessments and utilize technology
• Skill in strong interpersonal communication, with styles that are approachable and respectful

Update 6.11.13
- Demonstrated ability to establish and develop productive and collegial relationships, collaboration and communication with on and off campus constituencies (e.g. staff, faculty, students, parents, employers, managers, etc.) and building effective teams as needed
- Ability to uphold the basic ethical principles and practices set forth by the National Association of Colleges and Employers (NACE) in all interactions involving students, recruiters and alumni
- Ability to develop a sensitivity and awareness of the needs of special populations such as ethnic/racial minorities, disabled, and non-traditional students
- Ability to engage and teach multiple audiences in multiple forms
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively with faculty, staff, students and potential students and their families.
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
- Ability to develop and participate in professional training and organizations
- Ability to commit to the highest level of professionalism, ethical standards, confidentiality and sensitivity to information and records
- Ability to participate in evening, weekend and travel commitments as necessary and actively represent Career Services at professional association meetings as requested

**Required qualifications:**
- Master's degree in Counseling, College Student Personnel, Human Services, Social Work or related field
- At least one year of professional work experience in a college or university setting
- Experience working with and presenting to a diverse constituency

**Preferred qualifications:**
- Experience working with career services, student affairs, teaching or related field
- Supervisory Experience