UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

CAREER SERVICES COUNSELOR

Working Title: Career Counselor
Hayes Hill Title: Associate Student Services Coordinator
Position reports to: Director, Academic Advising, Career Services, & Educational Success Center
Appointment: Academic Staff, 100% Annual, 3 year appointment

Position Summary: The Career Counselor will work primarily with students to provide comprehensive career planning and counseling services. The counselor will also engage with employers, community partners, UW-Superior (UWS) academic, and UWS student services departments to develop and administer programs and events for UWS students and alumni. This position is a full-time, twelve month position which will require occasional early morning, evening, and weekend hours.

Duties and Responsibilities:

Student Service
- Provide comprehensive career planning and counseling services to all UWS students
- Create and maintain employment trend materials relevant to sessions geared toward advancing students’ skills
- Provide resume services in the form of one-on-one meetings, workshops, classroom visits, e-mail correspondence, etc.
- Present workshops and classroom presentations including but not limited to: Jacket Jobs, resume writing, interviewing, networking, and job search skills
- Assist students, employers, and faculty in the development of internships

Community/Employer Relations
- Develop new and maintain existing relationships with employers who offer relevant internships and job opportunities for UWS students
- Manage all information collected from employers and organize it in the office system

Program/Event Coordination
- Collaborate with office staff to organize and promote programs and events including, but not limited to, Jacket Fest and Head of the Lakes Job & Internship Fair
- 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

University Involvement and Development
- Collaborate with Alumni Association professionals in efforts to reach companies and create partnerships
- Work with Academic Advising, First Year Experience, Student Involvement, and other student services departments 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 represents an integral part of the education process to students, staff, faculty and employers
- Seek out opportunities for professional development both on and off campus
- Other duties as assigned by the Director of Academic Advising, Career Services, & Educational Success Center
Knowledge, Skills and Abilities:

- Knowledge of 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
- Knowledge of marketing and advertising practices
- Strong interpersonal communication skills, with styles that are approachable and respectful
- 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)
- 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 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:

- Bachelor’s degree in counseling, communications, public relations, or closely related field
- At least one year of relevant work experience
- Experience working with and presenting to a diverse constituency

Preferred qualifications:

- Master’s degree in counseling, communications, public relations, or related field
- Experience working in higher education and/or Career Services
- Experience supervising students or employees