Georgia State University

Job Specification

Job Title: Career Counselor

BCAT Code: 09JX04
Pay Grade: G13
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides career assessment, decision-making, job search, and long-term career management skills to students.

Examples of Duties
- Provides individual career coaching to students and alumni to facilitate their career progression.
- Critiques individual resumes, cover letters and job search correspondence.
- Conducts mock interviews and provides individual assistance with employer research and the interview preparation.
- Markets and manages the student access to the recruitment information system.
- Provides up-to-date information on job market trends and salary statistics.
- Works closely with the Career Management Center and departmental representatives to coordinate and implement career management functions.
- Develops and implements the annual calendar of departmental events.
- Helps to coordinate the marketing efforts to expand recognition with companies and employers.
- Connects students and alumni with employers seeking full-time, part-time, internships and field studies candidates.
- Assesses the career coaching and programs delivered to students and alumni.
- Performs other career-counseling related duties as assigned.

Knowledge, Skills, and Abilities
- National Certified Counselor (NCC) or Career Facilitator designation preferred.
- Knowledge of computer software, such as spreadsheets, computer graphics, word processing and databases.
- Knowledge and experience with counseling and career development methods and techniques.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task and pay attention to detail.

Minimum GSU Hiring Standards
Master’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section