Job Title: Coordinator, Career Counseling Training Program

BCAT Code: 09IX28  Effective Date: February 1, 2010
Pay Grade: G15   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides advanced level planning, coordination, and implementation of routine and/or complex career service activities. Mentors graduate students participating as Career Counselor interns and 18 to 24 undergraduate students participating as Career Educator interns.

Examples of Duties
- Counsels students individually and in groups on career and job search concerns and related issues.
- Prepares and conducts orientations, job search skills workshops, and other programs that facilitate student career development.
- Plans programs that assist students in developing their career and academic goals and skills.
- Markets the Career Educator Intern Program to prospective applicants; interviews, selects, trains, supervises, monitors and evaluates 18 to 24 undergraduate students participating in the program.
- Interviews, selects, trains, and mentors graduate level Career Counselor interns enrolled in either the Georgia State University (GSU) Masters of Science (MS) degree program in Professional Counseling, or other nationally accredited MS level degree programs in Professional Counseling.
- Serves as the rotational office administrator to keep the office accessible on a continuous basis.
- Serves as the liaison to students of at least one college.
- Assists in the development and use of a comprehensive career resources library; prepares information for the GSU website which assists students with their career development and job search.
- Serves as liaison to the Veterans Affairs Coordinating Committee within the division of Student Affairs, to the Freshman Atlanta Connections (F.A.C.), the Spring Break Alternative career tours and job shadowing opportunities, and the Sophomores Arriving in Life (S.A.I.L.) programming within the Commons and Lofts.

Knowledge, Skills and Abilities
- Knowledge of Equal Employment Opportunity, Privacy, and Disability laws/regulations.
- Effective time management and organizational skills.
- Skilled and trained in the field of counseling and career development.
- Basic computer and internet skills.
- Ability to work independently.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and four years 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.