Job Title: Career Counselor, Senior

BCAT Code: 09JU04                 Effective Date: June 1, 2011
Pay Grade: G14   FLSA Status: Exempt            Revision Date: July 1, 2013

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

Examples of Duties
- Manages the scheduling, coordination, and registration of professional development labs.
- 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 interview preparation.
- Manages the execution of annual student outcome surveys.
- Markets and manages the student access to the recruiting information system.
- Offers 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.
- Manages the EXPO Prep, an event to attract employers and students.
- 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 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 three years of related experience; or a combination of education and related experience. Two of the three years must be in a GSU Career Counseling Center.

This Job Title is for promotional opportunity internally only. Not to be used for posting.

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.