



**DATE ISSUED:** 05/07

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Career Counselor

### **JOB SUMMARY**

Provides specialized individual and group career counseling in an effort to assist students in developing the competencies required to become informed about the choice of a major, career options, and opportunities related to their personal and professional objectives, and to make informed decisions concerning career goals. Selects, administers, and interprets career assessments. Shows initiative, enthusiasm, and dedication to helping students reach their career goals. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Director, Career Services

*Supervises:* May supervise undergraduate and graduate interns

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Provides individual and group career counseling

Recommends, administers, and interprets standardized career assessment inventories.

Provides occupational information.

Maintains, updates, and organizes the career resource library.

Develops and presents workshops and occupational information to various audiences, including community members.

Updates Career Services Staff on career information through staff development.

Teaches Career Exploration and Development Course.

Acts as a liaison to various constituencies and provides reports on activities and program outcomes to the Director of Career Services.

Develops and maintains web page information for career counseling topics.

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Maintains effective communication and provides high quality customer service to employers, faculty, staff, students, and community members.

Creates effective marketing strategies/materials to increase participation in Career Services initiatives.

Responsible for supervision of Career Services Graduate Practicum Intern and Early Field Experience Undergraduate Intern.

Participates in the development and delivery of departmental and Student Life Division initiatives and assist other staff with implementing programming.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Master's degree in career development, counselor education, counseling psychology, counseling and development or student personnel. Must have completed a tests and measurements course. Prefer Licensed Professional Counselor or the eligibility for licensure.

### ***EXPERIENCE***

One year of experience in the field of career development or completion of internship or practicum during graduate training. Graduate work in career development theory, career testing, psychopathology, and legal and ethical consideration in counseling preferred.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.

Ability to provide and analyze statistical data for periodic and end of year reporting.

Ability to be sensitive to issues of diversity and ability to work in a diverse environment.

Ability and familiarity with computer applications in a career services setting.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies.

Knowledge of management methods and ability to provide administrative guidance, direct training and supervision as needed.

Ability to establish and maintain effective work relations with students, faculty, staff, and the public.

Ability to communicate effectively – orally, by phone, in person, and in writing.

Ability and willingness to occasionally travel on behalf of TWU and Career Services Department.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***