

UNIVERSITY OF SOUTHERN CALIFORNIA

Career Services Advisor

Job Code: 137707

Grade: I
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:

Advises or counsels students regarding career issues and strategies, job search methods, resume' preparation, internships, job placement and related matters. Determines counseling needs and develops action plans accordingly.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- | | | |
|-------|-------|---|
| _____ | _____ | Advises or counsels students, on an individual and group basis, regarding career issues and strategies, job search methods, resume' preparation, internships, job placement and related matters. Determines career counseling needs of individual students as well as groups of students and develops action plans accordingly. May administer and interpret tests as part of this process. |
| _____ | _____ | Establishes and cultivates contacts with corporate recruiters to develop internships and job placement opportunities. Attends receptions and professional meetings to stay current on career and employment trends and to ensure the University maintains a presence in the recruitment community. |
| _____ | _____ | Plans, coordinates and hosts campus career events and recruitment programs. Plans, contacts and schedules recruiters and other guests. Guides or oversees students and volunteers who assist in the planning and presentation of events. Attends career functions as an official representative or host. |
| _____ | _____ | Plans and teaches student workshops and seminars covering pertinent topics such as career planning, placement process, interview techniques and resume' preparation. |
| _____ | _____ | Designs and creates information materials, e.g., publications, brochures and newsletters to promote awareness of career service programs. |
| _____ | _____ | Interfaces with student services and campus organizations to coordinate career placement programs. Serves on University committees and as a member of the Speakers' Bureau to provide insights and information to the community on career services. |
| _____ | _____ | Maintains updated records of students, placement activity and recruiter contacts for use by self and other career services staff as appropriate. |
| _____ | _____ | Reviews departmental resources and recommends acquisitions or updates within budgetary guidelines. |
| | | Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: No

- Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

1 Year

Minimum Field of Expertise:

Related education and experience in counseling and career services and advisement.

Preferred Education:

Master's Degree

Preferred Experience:

2 Years

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Counseling
Creative writing and editing
Interviewing
Lead/Guidance Skills
Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Teaching/Training

Skills: Machine:

Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.
Supervises volunteers

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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