Saint Michael's College
Job Description

Job Title: Career Development Counselor

Department: Student Resource Center

Supervisor or Manager: Associate Director for Career Development

Date Created: 04/25/2005 Last Revised: 04/25/2005 FLSA Status:

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Students are assisted with issues regarding choosing a major, career development, and graduate, law, and medical school advising
- Students have a resource for help with writing cover letters and developing/revising resumes, developing job search strategies, improving interviewing proficiency, and networking skills
- Listings are maintained for part-time and summer job opportunities and for non-academic internships
- Recruiting activities for part-time, summer, and non-academic internship positions are facilitated
- Workshops are taught and available as a tool on topics such as resume development, interviewing skills, and the graduate school application process

Essential Duties and Responsibilities:
- Meets with students on an individual basis to meet stated objectives
- Assists students with developing and refining resume writing, interviewing, and job search skills
- Provides assistance with choosing a major or career, and graduate school advising
- Develops and facilitates/co-facilitates workshops covering career-related topics
- Maintains and updates listings of part-time and summer job opportunities, and non-academic internship positions
- Assists students in using the career resource library
- Interprets career assessment tools
- Coordinates Practice interview sessions for students and conducts, critiques, and provides feedback for the student’s practice/mock interviews

Secondary Responsibilities:
- Works with graduate students, alumni, and staff to meet stated objectives
- Prepares and conducts workshops on career-related topics for campus groups (both student and staff) and in residence halls
- Provides information on career and counseling services in admission office open house presentations and similar campus events

Positions Supervised:
- None

Position’s Major Contacts:
- Current undergraduate and graduate students
- Alumni
- Student Resource Center staff
- Faculty and staff of the College
- Prospective employers
- Parents and families of students

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Demonstrates Excellence in this Position:
- Actively listens and communicates effectively with strong verbal and written communication skills
- Acts as a versatile team player who thrives on student interaction and excels in relationship-building
- Possess strong organizational skills with excellent follow-through ability
- Develops solid relationships with recruiters and prospective employers
- Has a rich understanding of liberal arts and what such an education and institution embodies
- Possesses polished and professional presentation skills as well as an enthusiastic approach to presenting

Education and Work Experience Required:
- Advanced degree or equivalent combination of education and experience, centered around the disciplines of Career Development, Industrial Psychology, Education, Human Resources, and/or Business

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills Required:
- Reads and interprets a wide range of information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Career Development Counselor, the employee must occasionally lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.
Additional Requirements for the Job:

- The ability to work some irregular evening hours for workshops during the academic year and occasionally on weekends for specific events
- The experience in understanding the job recruitment process and the ability to form and nurture relationships with students, faculty, and staff of the College, as well as with recruiters and community members are required

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.