Job Title: Career Advisor
Job Code: 11118

JOB SUMMARY

The Career Advisor counsels and advises students in choosing a career path and securing employment upon graduation; assists students with resume writing, conducting mock interviews, and job fairs.

MAJOR DUTIES

Administers and interprets aptitude and proficiency tests in accordance with procedural guidelines; guides students in identifying potential career choices; ensures job search plan is completed according to program guidelines and is appropriate for student's occupational choice; refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions; arranges and approves employer visits to campus for recruiting and/or interviewing students for job vacancies utilizing strength-based approach to assess work needs; arranges and supports the employer/student in participating in a situational assessment at the job site; hosts annual career fairs for graduating students at specified times. Encourages local employers to attend; matches student qualifications with employer needs; contacts employers for referral and follow-up within specified time limits; demonstrates to students how to gather employment information from classified advertisements and the local Department of Labor Office; maintains up-to-date and accurate employer contact file to properly represent available workforce to students; posts job opportunities in accordance with employment laws, rules and regulations; communicates employer needs to students; ensures that job orders and announcements are completed correctly and in accordance with rules and regulations; establishes, updates, and maintains student/employer files; conducts presentations in a professional manner; compiles materials appropriate for intended audience; participates in community services and activities in accordance with technical college guidelines; provides specific program information through newspaper, radio, television and/or other media advertisement; completes and distributes reports in an accurate and timely manner and in accordance with program guidelines and department procedures; serves as student advocate when appropriate; keeps abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates;
Keeps abreast of workforce development laws and regulations and technical college policies and procedures;
Engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division and department, training sessions;
Serves as resource for faculty/staff;
Participates in institutional student development and retention programs.

COMPETENCIES

Skill in the operation of computers and job related software programs
Skill in interpersonal relations and in dealing with the public
Skills in test administration and interpretation
Oral and written communication skills
Decision making and problem solving skills
Organizational skills
Knowledge of federal, state and local guidelines
Knowledge of job readiness and job development procedures

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field *and* Two (2) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications will vary from location to location.