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Developed by:.....DLJ  
Reviewed by:.....  
Approved by:.....  
Date:.....10/07, 3/16

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Career Advisor (Professional and Leadership Development)  
**DIVISION:** Graduate School  
**REPORTS TO:** Dean, Graduate School  
**GRADE:** 10  
**SUPERVISES:** Graduate Intern(s)

**BASIC FUNCTION:**

Provide Professional and Leadership Counseling: Advise graduate students to enhance their personal satisfaction and professional success; Coordinate and establish programs needed for leadership and professional development of graduate students; Centralize and consolidate existing courses and offered workshops; Add new courses and workshops that will help graduate students develop life-long leadership skills and obtain credit and teaching certificates - Courses such as the following: 1) Fundamentals of Teaching and Mentoring; 2) Personal and Professional Development Seminars; 3) Responsible Conduct of Research; 4) Professional and Scientific Writing; 5) Workplace Skills; 6) Curriculum Vitae Development; and 7) Professional Development for a Multicultural Society; Prepare effective presentations and successful interviews; Support the development of major events and processes that will facilitate the future careers of graduate students; and Collaborate with a variety of academic and professional organizations to ensure appropriate referrals and collaboration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Advise graduate students and recent alumni who are involved in active career development decisions.

Assist in the development and support of a Professional and Leadership Resource Center.

Design, develop, advertise and present programs and workshops that will assist students and alumni in career, further education, and life-planning decision-making.

Provide support to students from diverse backgrounds, including but not limited to non-traditional students, students with disabilities, and international students, in addressing issues specific to their needs.

Collaborate with graduate advisors, graduate program directors, academic departments, and student organizations to facilitate cooperation and collaborative programming.

Develop a method to assess the success and effectiveness of workshops and other professional development opportunities.

Assist the Graduate School in other areas as needs arise, working in a flexible manner to continuously improve services.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in University projects and serve on various University committees.

Represent the University and the Graduate School at regional professional associations, conferences, and professional development workshops.

Assist the Dean in representing Professional and Leadership Services at University events and programs.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers, word processing, database and spreadsheet software and digital projectors.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Earned master's degree; Demonstrated proficiency in Microsoft Office and Internet; Demonstrated ability to work with students in an advising role; Demonstrated knowledge of and experience in higher education and specific knowledge of issues related to graduate education; Demonstrated proficiency in verbal, written, interpersonal and platform communication skills; Willingness to work some evening and/or weekend hours; and demonstrated experience working with diverse groups/populations.

**Preferred:** Earned doctoral degree; Demonstrated experience with alumni and employers and Demonstrated experience in program development.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**