

Job Code:.....100344B
Position#: (PSA) 6414, 6401
Developed by:... TEP; SG
Reviewed by:....DWS; BK
Approved by:....RHL; LK
Date:7/92,5/99,3/02,3/04
2/05, 7/09; 9/13

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Career Advisor
DIVISION: Academic Affairs
REPORTS TO: Director, Career Services and Employer Relations
GRADE: 10
SUPERVISES: Graduate Interns, Student Assistants

BASIC FUNCTION:

Career Counseling: Counsel freshmen through recent alumni on all facets of the self-assessment process, job search preparation, strategies, and techniques, as well as use of Web-based/Internet resources. Be directly involved in the development and delivery of educational services and advising for individuals and groups who are engaged in the career assessment process. Support the development of major events and processes that will facilitate the further educational goals of students. Work closely with a variety of academic, student development and student organizations to ensure appropriate referrals and collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Counsel University students and recent alumni who are involved in active career development decisions by advising them individually and in groups.

Assist in the development and support of the Career Resource Center.

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

Provide support to special University populations, such as non-traditional students, students with disabilities, athletes, and multicultural students, in addressing issues specific to their needs.

Work closely with University College advisors, Experiential Learning and Community Engagement advisors, academic departments and student organizations to facilitate cooperation and collaborative programming.

Participate as a team player in the planning and implementing of job fairs and other events.

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Assist the Office of Career Services and Employer Relations 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 Career Services at regional professional associations, conferences, and professional development workshops.

Assist the Director in representing Career 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; digital projectors; ability to work some evening and/or weekend hours.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned master's degree or ABD by date of hire in college student personnel, career counseling, or related field; Minimum of one year of experience in direct career counseling to college students at a college or university; Demonstrated experience in the administration and interpretation of college-level career testing instruments, including Strong Interest Inventory and MBTI; Demonstrated experience in the use of career Web-based management systems such as CSO, NACELink, or Experience; Demonstrated experience Microsoft Office and Internet; Demonstrated evidence of knowledge and experience in applying career development theory and current career resources; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with culturally diverse student populations, as well as with alumni; Demonstrated experience in developing, marketing, and executing career programs; and, Demonstrated work experience using social media (i.e. FaceBook, LinkedIn, Twitter, Instagram, TikTok, etc.)

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

