University Career Services (UCS) places a high priority on quality individual direct service and exceptional customer service for all key constituents. As a career counselor in UCS, this individual will spend the majority of time providing direct services to University undergraduate students on a wide variety of career-related topics and industries. Direct service delivery includes individual career counseling with students, small group advising, and large group presentations and workshops. Industry and career community research, outreach and programming are also a significant part of the position. The Career Counselor will be supervised by and work in conjunction with the Director for Career Counseling and Advising. This individual will perform other office and University duties as assigned. Some evening and weekend work is required.

Career Counseling Services – 55%

- Provides direct student service through individual appointments and office hours. Individual advising involves extensive counseling, coaching, and advising for students at all stages of career development including making sound decisions about academic major and career choices; learning how to identify and secure externships and internships; demonstrating the value of print and on-line career resources, and teaching students about resume writing, industry and employer research, interviewing skills, networking and job search strategies.

- Utilizes a range of assessments including the Myers-Briggs Type Indicator and Strong Interest Inventory to help students gain clarity of interests, target occupations and increase career-readiness.

- Collaborates with faculty, especially in the College of Arts & Sciences, to collect and deliver industry specific information connecting majors and careers. Develops and markets industry and career community specific programming and resources to faculty and students.

- Engages with employers to collect and disseminate industry and career community related information to students.

- Participates in student tracking and evaluation processes designed to assess client activity, satisfaction, and the achievement of learning objectives; provides bi-annual reports and analysis of client information; uses client, counselor group, and supervisor feedback to improve counseling techniques.

- Teaches portions of career planning classes or other career exploration and implementation workshops, as needed, with a particular focus on career-related resources, industries and services.

- Contributes to the training and supervision of peer counselors, graduate and undergraduate interns, and work study students.

Career Services Programming - 35%

- Facilitates workshops and presentations on a variety of career topics such as Choosing a Major, Writing Targeted Resumes and Cover Letters, Finding Internships, Conducting Internship and Job Searches, and Improving Interviewing Skills; collaborates with counseling team to evaluate and continually enhance programs and services to more effectively address student needs.

- Develops programs to address a wide variety of topics such as advising students on decisions about academic majors, suggesting strategies for exploring career options, sharing effective methods to search for jobs/internships, and preparing for the transition from college; manages all logistical details of each program and event.

- Researches, develops and delivers industry and career community-specific programming and invites relevant guest speakers based on assigned industry areas.
• Works closely with student organizations such as class councils, U-Link, peer advisors, and affinity groups to develop and fulfill programing requests.

• Partners with members of the counseling team to deliver COLA presentations to incoming first year students in the College of Arts & Sciences as well as other large and small programs for targeted groups.

• Collaborates with Employer Relations Team to assure complimentary interface of programs and services for students interested in On-Grounds Interviewing, career fairs, and position listings related to internships and full-time jobs; supports traditional and seeks new methods of communicating and marketing the value of employer programs to College students.

**Administration and Technology – 10%**

• Supports UCS efforts to develop relevant content and more extensively utilize technology in the delivery of student career-related and industry specific programs and services; implements marketing recommendations to reach students more effectively; in collaboration with other UCS staff provides benchmarking and recommendations regarding priorities for technology service delivery.

• Works with UCS team members to develop new and edit existing content for website, published resources and industry and community area information.

• Attends and contributes to counselor group, staff, and core team meetings to share information and grow professionally, and to help develop and improve program offerings.

• Serves on career work teams to support new initiatives involving career development, total advising and the launch of career communities across the University.

• Participates in UCS career fairs/events such as Graduate/Professional School Fair, Fall and Spring Job & Internship Fairs and other large programs by assisting staff with logistics of those events and/or providing additional counseling appointments as needed.

**Required Qualifications**

• Master’s degree in education, higher education, counseling, or related field (*May 2015 graduates will be considered*)

• Prior experience providing career counseling or advising services in a college/university setting or at least 3 years of career counseling or advising services experience in an industry setting

• Strong customer service orientation; creativity, ability to assume responsibility, take initiative and work well independently and in teams

• Proven ability to design and present programs/workshops

• Well-developed organizational skills; ability to manage multiple projects

• Excellent interpersonal and teamwork skills; strong oral and written communication skills

• Microsoft Office

**Preferred Qualifications**

• Demonstrated program development and management experience

• Ability to work effectively with students, alumni, faculty and employers

• Knowledge in the use of career assessment tools including Myers-Briggs Type Indicator, Strong Interest Inventory

• Ability to teach and to instruct in the use of programs, services and resources in a career-related environment

• Knowledgeable about print and on-line career resources

• Proficient computer and web-based skills

• Related university or professional experience

*The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.*