

Texas Wesleyan University
Job Description

Name: OPEN
Job Title: College and Career Counselor
Department: Career Counseling
Reports To: Director (Sherri Mata)
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: April 2008

SUMMARY: Assists director in counseling students, program assessments, administering and interpreting interest and skills assessments, and development of college and career programs. Work with academic schools, Institutional Research and Alumni Services developing and maintaining programs that increase participation of employers who are alumni and assessing/reporting the programs.

DUTIES AND RESPONSIBILITIES:

Develop assessment tools to determine workforce readiness of graduates.

Develop assessment tools to determine participation level of alumni in employment/internships.

Prepare reports for school deans, Institutional Research, Career Services, and Alumni Relations and other departments as assigned.

Provide counseling services to evening/graduate students and alumni regarding career/major planning and development and employment issues on an individual and group basis, through vocational instruments, workshops and career/undecided major-related programs.

Administer and interpret interest, skill, personality & value assessments for incoming/undecided students.

Conduct formal program evaluation: needs assessments, program theory assessment, process assessment, and efficiency assessment for undecided major counseling and career counseling programs.

Research possible grants and develop proposals to obtain funds to support ongoing programs and for the development of new projects.

Research best practices and bench marks for alumni support of career services.

Maintain departmental web pages as assigned.

Act as liaison between employers, students/alumni, and provides job placement support to students and alumni.

Schedule and implement alumni/employer recruiting activities for entry-level employment, including information sessions, interviews, career fairs, and other marketing strategies directed to students.

Publicize and distribute Career Counseling information through print, web, classes, and other means.

Assists with new student orientations and other academic student support programs as assigned.

Other duties as assigned by Director of Career Services.

QUALIFICATIONS:

Bachelor's degree in education, psychology or related field required. Course work, research, or experience in career counseling, program evaluation, basic counseling skills, and theory. Master's degree in career counseling, psychology, education or related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Strong organizational skills and knowledge of standard filing procedures.

Ability to plan, prioritize tasks and meet deadlines.

Ability to adhere to University & departmental policies and procedures.

Ability to maintain a professional office atmosphere.

Ability to plan, prioritize tasks and meet deadlines.

Proficiency with an integrated administrative system and current computer software programs.

Ability to work collaboratively and effectively with a wide range of constituencies in a diverse community.

Outstanding interpersonal and community relations skills.

Flexibility to work independently and as a member of a team.

Ability to investigate, analyze data, draw conclusions and make decisions to solve problems.

Knowledge of rules, standards, regulations, and laws regarding student records.

Ability to be discrete in handling confidential matters, while complying with FERPA regulations.

Even tempered and ability to maintain positive approach under pressure.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, and/or governmental regulations. Ability to read and write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, students, and University employees. Ability to write and edit a variety of materials for publication.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with several abstract and concrete variables.

PHYSICAL DEMANDS 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Ability to travel around Tarrant County and out-of-area destinations as dictated by recruitment demands using personal transportation. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Must be able to work evenings and weekends as necessary.