



USF Job Class Description
JOB CODE: 9451
JOB TITLE: Career Counselor
PAY PLAN: 21
CAREER BAND: E
FLSA: A
CBU : 29
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Job Title: Career Counselor

Job Summary

A Career Counselor is a professional staff member of a USF campus Career Services department. Career Counselors provide individual and group career counseling/job search coaching to students/alumni to help them make informed career decisions; explore occupational choices; prepare for an effective job search and connect with part-time, internship and fulltime employment opportunities. Career Counselors administer the cooperative education program and design/conduct campus-wide career education programs and courses. Career Counselors may also be involved in job development, marketing and coordination of Career Services recruitment services such as an on-line job listing service, career fairs, on campus interviews, resume referrals and special career events.

Nature of Work

This position typically reports to a managerial level position (Director, Associate Director or Assistant Director) of Career Services on the Tampa Campus, or to an appropriate leadership position in Student Affairs at a Regional Campus. The primary focus of this position is to deliver career counseling and job search coaching services that help students and alumni make informed career decisions, gain career-related experience, prepare for an effective job search and obtain professional employment upon graduation. The Career Counselor has substantial latitude to identify and administer appropriate assessment instruments and counseling techniques for individual students/alumni. Knowledge of career counseling theory and job search methodology; ability to administer and interpret career assessments; ability to create, develop and conduct career education programs; ability to develop strategic alliances with the academic and employment community; an understanding of labor market trends and the legal and ethical issues regarding counseling, student records and employment are critical to success in the position. Written and verbal communication skills, active listening, ability to multi-task and work in a team setting are also required to perform the various duties of the position.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Conduct individual and group counseling sessions to help students/alumni make an informed career decision. Assist and guide students/alumni through occupational exploration and the career decision-making process.
- Determine appropriate assessments and interventions required to assist students/alumni. Analyze and interpret career assessment results and incorporate in career counseling/job search coaching sessions.
- Teach and coach students/alumni in self-directed job search strategies. Provide resume/cover letter critiques and interview skills training. Engage students/alumni in use of library and on-line resources for researching employers and current employment opportunities.
- Develop and conduct career and job search workshops. Promote recruitment services and engage students/alumni in participating in the on-line job listing service, resume referral, on-campus interviews, career fairs and other career events.
- May teach and manage administration of a Cooperative Education course and/or Career Development course.
- Market recruitment services and develop partnerships with employers to identify employment opportunities and engage their participation in campus recruitment services such as on-line job listing service, resume referral, on-campus interviews, career fairs and information sessions. Develop partnerships with on-campus employers to engage their participation in advertising federal work study positions with Career Services.
- Assist with and/or coordinate logistical and administrative details for career fairs, graduate fairs, on-campus interview schedules, job listing service and special career events.
- Provide job search assistance to students receiving federal work study awards and connect them with on-campus departments hiring FWS students.
- May supervise and direct work projects of student assistants.
- Conduct planned programs for outreach to students, faculty and employers to advertise and promote Career Services.
- Provide other counseling and administrative support as required to accomplish the mission and goals of Career Services and USF.

Minimum Qualification Requirements

The position requires a Master's degree in Career Counseling, Career Education, College Student Affairs, MBA; or a Bachelor's degree in those same fields with a minimum of two years of directly related experience. Alternatively, in specialized academic areas, the position may require a degree in that field of study.

Legal, Licensure, & USF Requirements

Certification from a professional organization such as the National Career Development Association, the National Association of Colleges and Employers, or the National Board of Certified Counselors may be preferred or required for specific positions.