

Faculty and Student Services Job Function

FSS Career Services Officer II

Grade: 56

Job Code: S0456P

Job Family: Career Services

Job Family Matrix: [Career Services Matrix](#)

Summary

Independently perform a range of career services activities such as career advising, analysis, resume advice, and reporting.

Core Duties

- Assist students and alumni with career exploration, career decision making, self-assessment, and job search management
- Conduct career advising, walk-in advising, and resume reviews
- Market and deliver workshops and other programs on career development topics
- Assist in planning and implementing strategies to attract new employers and organizations
- Prepare and analyze reports to improve outreach and recruitment efforts
- Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Experience counseling/mentoring students
Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education programs and materials to students, parents and alumni

Certificates and Licenses

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting