

Faculty and Student Services Job Function

FSS Career Services Officer IV

Grade: 58

Job Code: S0458P

Job Family: Career Services

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

Summary

Lead career services activities including career programming and professional development programming for students.

Core Duties

- Assist students and alumni with career exploration, career decision making, self-assessment, and job search management
- Function as subject matter expert or project lead
- Counsel and advise students on all aspects of career and professional development
- Provide outreach and marketing to employers in diverse career fields for the purpose of internship development
- Develop comprehensive series of customized career programs, workshops and networking events
- Collaborate with management to develop strategic goals for career services
- Develop specialized career service reports to track job placement, trends, etc.; analyze data and make recommendations for use in strategic planning
- May provide coaching and staff training
- Assist senior management in formulating career service procedures; make recommendations to improve overall administration
- 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 7 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