

Faculty and Student Services Job Function

FSS Career Services Officer V

Grade: 59

Job Code: S0459P

Job Family: Career Services

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

Summary

Oversee career services administration, 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
- Oversee the development of comprehensive series of customized career programs, workshops and networking events
- Advise management on strategic goals for career services
- Oversee the development of specialized and ad hoc reports to track career services trends, yields and metrics
- Develop outreach strategies for recruiters and potential employers; establish relationships with internal and external constituents
- May provide coaching and staff training
- Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements
- Ensure accurate and timely career services reporting and analysis for use in strategic planning
- Create trainings and professional development resources for staff
- 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 8 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 program 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