

University of Houston – Clear Lake

Position Description

Job Title: **Career Counselor**

Job Code: **2863**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	A master's degree in counseling, or related field.	
Experience	One year of experience in career counseling.	Applicants with full-time experience in a college or university career center.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Provide career counseling, career development programming and job search support to UHCL students and alumni. Promote career services to students, faculty, staff, and employers.

Duties and responsibilities	% Time
Perform individual counseling and group presentations/workshops related to career issues, job search skills, resume writing, interviewing, employment data/job market, and services of the Career & Counseling Services office. Lead Career Exploration Workshops.	50
Market career services on campus to students, faculty and staff. Build and maintain relationships with academic programs and student organizations. Consult with other career colleagues to coordinate outreach efforts.	25
Coordinate Teacher Job Fairs. Work with all career services staff to identify potential job fair employers.	15
Attend department and University meetings, and professional conferences/meetings as assigned. Assist with training and supervision of student workers, as needed. Cover required evening and weekend hours. Utilize the career services database (eRecruiting); record use of services and provide data for department reports. Participate in assessment of career services and related processes.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.