

JOB INFORMATION

Effective Date	4/19/2022
Job Code:	2863
Job Title:	Career Counselor I
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Career Counselor I will provide career counseling, career development programming and job search support to UHCL students. Develop counseling and programming related to career development. Promote career services to students, faculty, staff, and employers. Participate in career services programs and events.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Counseling or a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Proficiency in implementing and administering career testing and assessments. Applicants with full-time experience in a college or university career center.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
-------------------------	--------------------------------	------------	------------------------

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Career assessment and counseling training. Solid understanding of job search strategies, labor market supply/demand, and employer's recruitment and interviewing methodologies. 	Basic
<ul style="list-style-type: none"> Strong verbal and written communication skills. Ability to use creativity in marketing services and employment opportunities to constituents. Understanding and ability to maintain positive relations with internal and external constituents. Comfortable using assertive outreach techniques. 	Basic
<ul style="list-style-type: none"> Ability to interact with employers and provide assistance to effectively meet their needs and expectations, as well as communicate this information to students and faculty. 	Basic
<ul style="list-style-type: none"> Working knowledge of Microsoft Word, Excel, and PowerPoint. 	Basic
<ul style="list-style-type: none"> Skills in interpreting Strong Interest Inventory, Myers-Briggs Type Indicator, and StrengthsFinder. 	Basic
<ul style="list-style-type: none"> Sensitivity to cultural differences and ability to relate empathically, effectively, and consistently with diverse student population. 	Skilled
<ul style="list-style-type: none"> Ability to collect, analyze, interpret and report data using technology. 	Basic
<ul style="list-style-type: none"> Excellent interpersonal and teamwork skills. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Perform individual counseling and develop curriculum for group presentations/workshops related to career choice, job search skills, resume writing, interviewing, employment data/job market, and services of the Career Services office. 	40%
<ul style="list-style-type: none"> Maintain knowledge of various career paths, UHCL academic programs, and employment opportunities for students. Facilitate connections between students, faculty, and alumni for mentoring opportunities and other career planning programming. 	10%
<ul style="list-style-type: none"> Develop and implement career and professional development programming for the League of Rising Hawks program. 	15%
<ul style="list-style-type: none"> Responsible for building and maintaining relationships with academic programs and student organizations. Market career services on campus to students, faculty and staff. Consult with other career colleagues to coordinate outreach efforts. 	5%
<ul style="list-style-type: none"> Participate in department and University meetings, and professional conferences/meetings as assigned. Participate in developing and implementing training and supervision of Career Services Interns and student workers. 	10%
<ul style="list-style-type: none"> Review and evaluate services and programs, prepare status reports and formal recommendations for improvements including cost recommendations, web resources, and publications. Cover required evening and weekend hours. Provide services at multiple UHCL locations. Utilize the career services database 	5%
<ul style="list-style-type: none"> Utilize the career services database (Jobs4Hawks); record use of services and provide data for department reports. Participate in assessment of career services and related processes. 	5%
<ul style="list-style-type: none"> Support the staff and programs of Career Services. Actively participate in all career programs, such as job fairs, networking events, educational workshops, etc. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	To related career events as needed.