

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Career Services Counselor

EEO CATEGORY: Professional

JOB NUMBER: 9-2142

STATUS & GRADE: E-10

DATE: 08/2006

DEPARTMENT: Career Services

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelors in Counseling or related field. At least one (1) year experience in career/life counseling or related field, or equivalent in counselor practicum/internship training experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide career counseling/advising to students and alumni and to assist Career Services staff in the delivery of career-related programs and services.

SUPERVISION GIVEN & RECEIVED: Supervised by the Director of Career Services. May supervise student assistants and counseling interns as assigned.

PRIMARY RESPONSIBILITIES: Provides individual and group career counseling/advising and job search support to students and alumni. Plans and conducts career development workshops and seminars. Administers and interprets appropriate career assessment instruments. Assists with outreach services to student units, academic departments and community organizations. Assists with Job Fairs and performs all other job-related duties to advance the goals and objectives of the Career Services Department, The Division of Enrollment Management and the University as assigned. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Masters in counseling preferred. Prior Career Services experience helpful. Position requires excellent organizational, oral and written communication skills. Experience using the Newly Revised Strong Interest Inventory®, the Myers-Briggs®, Discover® and/or other career assessment tools helpful. Knowledge of web-based career services registration and referral systems also helpful.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.