

POSITION TITLE: Career Advisor
DEPARTMENT: Career Services
FLSA STATUS: Exempt
REPORTS TO: Director of Career Services

The Career Advisor collaborates with other Career Services staff to help students and alumni translate their preferences and experiences (from the Triad and beyond) into meaningful, productive and sustainable careers.

SPECIFIC RESPONSIBILITIES

1. Provide career advising/counseling to assist students and alumni at any stage along their career path, including helping them discern their gifts, skills, interests, and commitments, as well as frame a vision for their lives.
2. Guide students and alumni through the entire job search process including gathering information, finding/creating positions, building a network of useful contacts, writing resumes and cover letters, practicing interview skills, negotiating salaries and landing successfully after graduation.
3. Help students explore, connect with, and learn about career-related opportunities through job fairs, internships, summer work, services, job shadowing, mentoring and other approaches.
4. Collaborate with faculty, staff, supervisors, alumni, and employers to create connections and networks.
5. Present career-related workshops and programs.
6. Organize and manage career-related events and programs.
7. Provide programming and consultation that promotes student learning and career development and serves to increase awareness of connections between Warren Wilson's Triad and career options.
8. Assist students with exploring graduate/professional study by helping them identify and connect with programs that match their career goals, as well as prepare themselves and the materials necessary for the application process.
9. Develop relationships with prospective employers and help them connect with Warren Wilson students and alumni.
10. Develop and utilize electronic and social media for office management and marketing.
11. Collaborate with the Career Services team to develop effective and innovative methods for disseminating up-to-date career information with the wide college community.
12. Promote the development of Career Services Peer Career Advisors through guidance and training activities for both routine services and special events.
13. Stay current in the field and continue professional development.
14. Perform other duties as requested.

WORKING CONDITIONS:

Office/customer service environment

Classroom and location work for presentations and special events.

Occasional evening and weekend work

Limited travel.

Significant computer and telephone use.

QUALIFICATIONS:

1. A master's degree in counseling, college student personnel, or other related discipline is required.
2. Proven success advising and/or counseling college-age students with career development/transition and job search issues.
3. Demonstrated achievement in providing quality career-related programs and services to a diverse populations.
4. Working knowledge of student development and career development theory.
5. Experienced in interpreting assessment instruments such as the Strong and Myers Briggs Type Indicator.
6. Proven ability to build relationships and work collaboratively with colleagues and other professionals, i.e. faculty, supervisors, employers, and services organizations.
7. Ability to work in a close-knit community that values consensus and teamwork and can demonstrate high motivation and ability to achieve results independently.
8. Effective application of imagination, innovation, and/or creativity with planning, marketing, programming or other aspects of service delivery.
9. Excellent computer skills including database and spreadsheet creation and management, web authoring/editing applications, social media and career management programs.
10. Proven ability to organize and manage people and projects, including larger-scale events such as job fairs.
11. Excellent written and verbal communication skills, as well as editing abilities.
12. Experienced presenter/education with college-age population; college teaching experience is preferred.
13. Understanding of and commitment to the mission of Warren Wilson College.