

Date Posted: 07/05/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Career Counselor

Employer/Agency: University of Houston Clear Lake

Job Description: Provide career counseling, career development programming and job search support to UHCL students and alumni. Promote career services to students, faculty, staff, and employers. Participate in career services programs and events. 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. Maintain knowledge of employment opportunities for students and maintain appropriate relationships with employers as needed. Facilitate connections between job candidates and available positions with support of employer relations coordinator. Lead Career Exploration Workshops. 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. 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. Provide services at multiple UHCL locations. Utilize the career services database (CareerLink); record use of services and provide data for department reports. Participate in assessment of career services and related processes. Support the staff and programs of Career and Counseling Services. Actively participate in all career programs, such as job fairs, networking events, educational workshops, etc. Other related duties as assigned.

Qualifications:**Minimum Requirements:**

A master's degree in counseling or related field to be completed no later than December 2011. One year of experience in career counseling. Career assessment and counseling training. Solid understanding of job search strategies, labor market supply/demand, and employer's recruitment and interviewing methodologies. 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. 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. Security sensitive position - must pass a criminal history and motor vehicle record check before an offer will be made.

Preferred Requirements:

Applicants with full-time experience in a college or university career center.

Salary/Hours:

Full-time with benefits. Salary range is \$3,231.86 - \$3,300.00 per month commensurate with qualifications.

**Employer/Agency:
City, State:**

University of Houston Clear Lake
Clear Lake, TX

Application Method:

To apply, please complete the online application and attach a cover letter, resume, and the names and contact information for three professional references.

<https://jobs.uhcl.edu/applicants/jsp/shared/frameSet/Frameset.jsp?time=1309881708962>

Opening Date:

Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you