The W. P. Carey School of Business Career Services is looking for an enthusiastic individual who welcomes the opportunity to work in a collegial, creative, and high-energy atmosphere as part of a team that performs work of considerable difficulty in the planning, organizing and facilitation of multiple career development programs and projects to meet our established goals and objectives.

This position is responsible for providing specialized individual and group career counseling services in an effort to assist students in developing competencies to become more informed about the choice of a major, career options, and opportunities related to their personal and professional objectives. This individual will also use resources including assessments to help make informed decisions concerning career goals to a variety of business majors distributed across three campuses in the Phoenix metropolitan area.

This individual will also be actively involved in workshops, programming and events for students representing all business disciplines in support of the mission of W. P. Carey School of Business. Another element to this position is working with employers to meet the needs of their recruiting efforts as well as understand skill sets they are looking for to train students in their job search. Overall, we are looking for someone who shows initiative, enthusiasm, and dedication in helping students and employers reach their career goals and hiring needs.
Essential Duties

- Provides individual and group career counseling services
- Recommends, administers, and interprets standardized career assessment inventories
- Coordinates service delivery and event management to students, alumni, faculty, staff, and employers in using career development services and events
- Develops and presents workshops and occupational information to various audiences
- Teaches Career Development Courses
- Acts as a liaison to various constituencies and provides reports on activities and program outcomes
- Develops blog information for career counseling topics
- Increase student usage of on-campus interviewing through online recruiting system and other means
- Works with career center marketing team to increase student participation in internships and other experiential activities
- Provides guidance with internship and job searches
- Assists in marketing the school to recruiters to build full-time and internship employment programs
- Works on multiple, concurrent projects under tight deadlines
- Participates in data collection for reporting on behalf of the Business Career Center
- Participates in leadership events and activities pertaining to student organizations

Minimum Qualifications

Master's degree in Counseling, Social Work, or Marriage and Family Therapy; AND one (1) year of experience providing mental health counseling and therapy; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Licensed eligible as a professional counselor, clinical social worker or marriage and family therapist in the state of Arizona.

Desired Qualifications

- Evidence of a Masters in counseling, student personnel, or related discipline (preferred)
- Three (3) years of related experience
- Experience in advising/coaching/counseling related to educational programming and student success in higher education
- Evidence of effective counseling, communication (oral and written), and presentation skills
- Demonstrated knowledge with recruiting practices
- Experience working independently while functioning as a team member
- Experience in time management, event organization, and managing multiple projects and details
- Experience in relationship development with four-year college level employers
- Experience working with students seeking business-related degree programs is preferred
- Experience in establishing, developing, and maintaining positive interpersonal work relationships
- Experience in using Microsoft Office products showing proficiency in software such as PowerPoint, Word, Excel, and Project
- Evidence of effective verbal and written communication with a strong understanding of audience and use of grammar

Working
Environment

- Work with university students one-on-one and in group/class settings in-person, via phone, e-mail, and via multiple social media formats
- Work with the business school’s employer partners, both one-on-one and in group settings in-person, via phone, e-mail, and via multiple social media formats
- Communicate effectively, both in writing, verbally, and visually to develop employment materials in various media, create metrics, and provide reports in various formats (electronic, hard-copy, etc.), in addition to coordinating and presenting information to recruiters, corporate partners, business executives, students, and other campus units
- Interpret policies, procedures, and requirements of career/employment programs within the school
- Lift/move up to 30 pounds (materials, brochures, boxes, etc.)
- Travel occasionally
- Utilize computer, phone, and various office equipment (fax, copier, etc.)
- Utilize multiple and various forms of technology - emphasis on social media
- Work occasional extended hours, including evening and/or weekends, as needed

Department Statement

The Career Center is a progressive career center striving to blend the best of personal service with the efficiencies of the latest technology for the benefit of all W. P. Carey students seeking to develop their professional futures and the employers who seek them.

Business is Personal - Within America's largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.
Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.