Job posting preview

Requisition ID 36817BR
ASU Job Title Career Development Specialist
Job Title Career Counselor
Campus/Location Campus: Tempe
Job Family Career Mgmt & Guidance
Department Name WPC UPO Administration
Full-Time/Part-Time Full-Time
VP Code EXEC VP/PROVOST
Scope of Search Open
Grant Funded Position This is not a grant funded position and is not contingent on future grant funding.
Category 02
Salary Range Depends on experience
Close Date 01-November-2017

Job Description Career Services, within the W. P. Carey School of Business, is seeking a positive, energetic and enthusiastic individual to provide career counseling services, including Career and Professional Development Programs, for our outstanding undergraduate students. This Tempe Campus-based position will utilize your verbal and written communication skills, organizational skills, media skills while tapping into your desire to innovate, create and manage multiple student career development programs, consultation services, and events for students and employers. This position will also deliver individual career counseling, outreach and teaching related to career and professional development. The successful individual will have a history of building strong business relationships with experience in client relations, customer service, and/or academic program facilitation.

Days and Schedule: Monday-Friday 8:00 AM to 5:00 PM. Some evenings and weekends will be required. While based on the Tempe campus, individual must be willing and able to travel to multiple campus locations in the Phoenix metropolitan area.

Essential Duties

- Assists with creating online and in-person material for undergraduate career development seminars, workshops, panels, courses and networking events; may include facilitating
- Supports services delivery and event management to students, alumni, faculty, staff and employers in using career development services and events
- Assists with new services and programs based on analysis of career and employment data, web-based career resources, and databases
- Participates in events related to career and professional development of students
- Aids in developing programsprimarily utilizing web-based communication software in text, audio and video
- Conducts individual and group career and coaching consultations with students
- Promotes the school to recruiters to build full-time and internship employment programs
- Utilizes database marketing software (i.e. SalesForce.com, LinkedIn) to build and track new and maintain existing relationships with corporate recruiters and hiring managers
- Represents the school and/or university on various committees, organizations, boards, and councils
- Works on multiple, concurrent projects under tight deadlines
- Organizes and maintains shared files and media

**Minimum Qualifications**
Master's degree in Behavioral Science, Education or a related field AND three (3) years college relations or student advisement experience in higher education or the equivalent; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Experience in advising/coaching related to educational programming and student success in higher education
- Experience in relationship development with four-year college level employers
- Experience in establishing, developing, and maintaining positive interpersonal work relationships
- Experience in developing job related innovations
- Experience in internet-based communications emphasizing multiple social media formats
- Experience in graphic design, audio and video production and editing software
- Experience in using Microsoft Office products showing proficiency in software such as PowerPoint, Word, Excel, and Project
- Evidence of effective verbal and written communication skills

**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](http://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.