

Career Counselor, Center for Career and Leadership Development

The selected candidate will provide comprehensive services and information resources that enable students to take active responsibility for their career development and decision-making. They will equip students for making career plans by facilitating awareness of their work-related strengths, interests, values, and understanding of the world of work. They will prepare students for finding suitable employment by enhancing their job search skills and express the relevance of their strengths to employers. The selected candidate will foster relationships with members of the University community including students, faculty, and staff to facilitate the development of professional skills, the integration of learning with work, and the identification of a strong referral base or network.

Responsibilities include:

- Working with students to create a career development plan including components of career assessment, definition of career and internship goals, choosing a major, job search, resume preparation, interviewing, and applying to graduate or professional school; following-up with students to discuss progression, to track milestones, and to modify short- and long-term goals is also expected;
- Providing advice and tools to assist students through drop-in and scheduled appointments in order to achieve their career goals; to inform students of activities/steps related to the career planning process and how various UTC Community resources and programs can be used in that process; to integrate specific examples to illustrate or suggest next steps while providing or collaborating with students to develop reasonable action plans; and to convey information in a clear, encouraging, helpful, and understandable manner;
- Planning, conducting, and evaluating workshops on career assessment, choosing a major, graduate or professional school application, resume and professional document preparation, interviewing, and other topics as indicated; developing visual aids, handouts, and presentation materials for workshops; collecting evaluations and sign-up lists for each workshop; collaborating with other staff to develop and refine workshop content;
- Developing, coordinating, and/or fulfilling objectives related to the implementation of new programs, workshops, and services; participating as a team member in activities related to the goals and objectives of the Center; providing evaluations, recommendations, and assistance toward the improvement of programs and services; and
- Cultivating a formal network across the campus community to identify, evaluate, and share best practices in college career advising. These activities will include regular and active participation in professional associations, continuous training and development, and robust engagement in cross-functional workgroups to include, but not limited to, the Career Development Alliance and the Advising Council.

QUALIFICATIONS:

Bachelor's degree in counseling, vocational rehabilitation, human resources, psychology, communication, education, or closely related field required;

Master's degree in counseling, student affairs, higher education administration, psychology, communication, or closely related field preferred.

Must have acquired two years of practical experience in a student services/student affairs office environment.

Graduate assistant training in a counseling or career services unit within a student services/student affairs organization may be substituted for required practical experience.

Ability to multi-task and demonstrate exceptional time management skills;

Ability to demonstrate consistent organizational skills including the documentation of counseling sessions or case notes;

Ability to express a consistent, motivated, student-centered, and enthusiastic work style;

Must be able to contribute individually and within a team-based environment;

Ability to integrate technology into interpersonal coaching, presenting information, and documenting effort/progress is preferred.

The ability to provide career counseling to diverse populations including adult learners, historically underrepresented students, and students with prior military service is preferred.

Knowledge and application of varied communication styles (informational, promotional, specific to digital channels, etc.) is preferred.

Experience with organizing and managing student engagement through a Career Services Management portal (e.g., Handshake) preferred.

Experience administering, interpreting, and sharing results from career-based assessments and inventories (e.g., FOCUS 2, Self-Directed Search, MBTI, Strong Interest Inventory, etc.) preferred.

Occasional evening programming and infrequent overnight travel is required.

ABOUT THE UNIVERSITY of TENNESSEE at CHATTANOOGA

The University of Tennessee at Chattanooga is a driving force for achieving excellence by actively engaging students, faculty and staff; embracing diversity and inclusion; inspiring positive change; and enriching and sustaining our community. Our campus and our city are experiencing a renaissance with new opportunities for student learning, academic pursuit and community engagement. Home to some of the world's most famous brands and industries – Moon Pie, Little Debbie, Amazon, Coca-Cola, Chattem, Volkswagen – Chattanooga is a hub for successful business enterprise, a regional tourism center and a rewarding place to live. Nestled next to downtown Chattanooga, UTC has easy access to the thriving business environment necessary to support real-world learning experiences. When class is over, students don't have far to go to climb, glide, hike, camp, tube, float, explore, shop, eat, kick back and have a blast!