JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Career Services Advisor II

Job Code: 10930

Salary Grade: 20

FLSA Status: Exempt

Job Family: Student Services

Job Subfamily: Career Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Coordinates career development programs and experiential learning opportunities across multiple student populations, with limited supervision. Advises students on complex career topics and partners with faculty, employers, and campus stakeholders to expand career services.

Job Responsibilities

1. Coordinates strategic outreach efforts with faculty and staff liaisons to expand career services for targeted student populations.
2. Reviews and approves experiential learning opportunities including internships, fellowships, and co-ops for institutional compliance.
3. Advises students on complex career development topics such as interviewing, contract negotiation, and job search strategies.
4. Develops and delivers workshops, presentations, and special programs on career readiness for student groups and classes.
5. Collaborates with campus departments and employers to evaluate and promote experiential learning opportunities.
6. Audits experiential learning platforms and career center resources for usability and effectiveness.
7. Develops promotional strategies and content to raise awareness of career services and experiential learning tools.
8. Maintains student databases and tracks first destination outcomes for assigned populations.

Minimum Requirements

Required Education & Experience:

- Education: Bachelors Degree
- Experience: 3 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses cause of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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