

Career Advisor II

Job Code: 7585

Salary Grade: S09

FLSA Status: Exempt

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.

Duties and Responsibilities

Provides a variety of career counseling services to students. May supervise staff and student employees.

- Evaluates/assesses needs of students and Career Center and creates new ways to offer services to meet needs, and improve student success
- Provides assistance and instruction on resume and CV writing, cover and thank you letter development, and Intro to Handshake and the Career Center
- Coordinates strategic outreach efforts to expand services for specific populations of students
- Conducts workshops, presentations, and other special programs for student groups and classes
- Represents the office at various events by promoting services to faculty and staff and by tabling at University events
- Assists students with interviewing, job search, contract negotiation, and online tools and resources
- Conducts mock interviews with students
- Serves as a faculty/staff liaison by coordinating strategic outreach efforts and to expand career and professional development services for specific populations of students
- Researches employers to create a knowledge base for advising students
- Maintains current student databases as it relates to students' first destination tracking
- May supervise one or more full time staff members and/or student employees
- Serves as a Project Manager for Career Center initiatives and programs
- Represents the Career Center at various high-profile University events
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience:

Required: 36 months in student advising, student services, or closely related experience.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing
- Composition and proofreading skills
- Computer skills, including proficiency in navigating and maintaining a CRM
- Detail oriented for accuracy of data and outcomes
- Highly organized and able to handle multiple projects and deadlines
- Ability to build rapport with students, faculty, and staff

Working Conditions

Physical:

Sitting for long periods of time. Ability to engage in repetitive motion.

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods.

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