Title: Career Exploration Advisor

Department: Loeb Center for Career Exploration and Planning Reports to title: Associate Director for Career Advising

Full Time: x Part Time: ___________ Date Prepared: 11/7/19

Position Grade: PT-2____ Regular Daily Work Schedule: _to ____

Pay Type: Weekly____ Monthly x____ Months Per Year: 12____ Hours Per Week:____ 40

1. **Summary of Position:**

The Career Exploration Advisor, reporting to the Associate Director for Career Advising, is the main point person for students in the early phases of career exploration. The advisor’s primary focus will be providing quality advising and programming for first years and sophomores as they begin the process of considering their career options.

The advisor will provide 1-on-1 sessions and group workshops for students to reflect on their interests, values, personality, influences, skills, and strengths in order to identify opportunities and career paths that are a good fit. The advisor will also introduce students to resources designed to provide information about a wide range of careers and encourage multiple points of connection with the Loeb Center by making referrals to other relevant Loeb Center advisors.

In addition to supporting students through their career exploration process, the advisor will review application materials such as resumes and cover letters and offer mock interview practice. This person will also help provide miscellaneous general advising on topics such as networking, the Loeb Center’s Alumni-in-Residence program, the job search, graduate school, etc…This individual will also co-train and supervise the Loeb Center’s Peer Career Advisors (PCAs).

The Career Exploration Advisor will work effectively with diverse teams, demonstrate a commitment to continually improving how the Loeb Center serves Amherst students, and participate in the college’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**
Student Advising (40%)
- Advise students 1-on-1 regarding career exploration via in person appointments and telephone/e-mail consultations
- Introduce students to Loeb Center resources
- Conduct practice interviews and review and give feedback on application materials, such as resumes and cover letters
- Interpret self-assessments such as the MBTI and/or StrengthsQuest for students

Student Preparation and Programming (40%)
- Plan and facilitate early exploration programming
- Identify, update, and/or create resources/materials to support students in their career exploration (e.g., guides, platforms, etc.)
- Collaborate with the internships advisors to enhance or build upon existing internship programming/advising resources
- Support programs and workshops on networking, Alumni-in-Residence, the job search process and the graduate/professional school admission process

Supervision (15%)
- Co-train and supervise student Peer Career Advisors (PCAs)

Miscellaneous (5%)
- Performs other duties/functions as requested

3. Internal-External Interaction/Communication:
Position requires extensive public speaking and strong writing skills. Uses all forms of communication to communicate regularly with students, alumni, faculty, and staff: responds to a myriad of requests, gives advice, discusses policy, obtains and provides information, and discretely and appropriately handles confidential or sensitive matters. Plans and facilitates programs and events.

4. Education: (include certifications and licenses)
Required: Bachelor’s degree and two years relevant professional experience or a master’s degree in a relevant field
Preferred: Master's degree in Higher Education, counseling or a related discipline

5. Experience: (List specific skills necessary to perform this job)
Required:
- Experience working and learning within diverse teams, and a commitment to effectively serving a diverse student population
- Excellent career advising skills with ability to understand diverse students’ needs and concerns
- Excellent written and verbal communications, including strong public speaking ability
- Demonstrated time management, project management and organizational skills
- Experience in program and/or workshop design, implementation and administration
- Collaborative, self-directed, detail-oriented, and able and willing to work under pressure
• Success working both independently and in cross-functional teams
• Strong proficiency in Microsoft Word, Excel, and Outlook; demonstrated experience using the internet and database systems
• Work some evenings and weekends

Preferred:
• Knowledge of college student development and career development theory
• Expertise with career assessment instruments (Myers-Briggs Type Inventory, StrengthsFinder, etc.)

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

The Career Exploration Advisor spends 85% in the office and 15% in meetings across campus

Repetitive motions including fingers, wrists, and hands; lift, carry, pull, and/or push 10 lbs; visual concentration – normal.

7. **Decision Making:**
• Works with the Associate Director for Career Advising to determine annual priorities and relevant programming
• Manages own time and workflow and knows when to communicate with supervisor and colleagues for guidance and prioritizing. Plans and arranges own work.
• Works with students to devise action plans to achieve goals.

8. **Supervision Exercised/Received:**

Supervised by the Associate Director for Career Advising in the Loeb Center. Supervises student Peer Career Advisors (PCAs).

Supervisory Responsibility:  Yes  x  No  

Number of Employees Supervised:  ___4-6 student Peer Career Advisors (PCAs)___