

**Title:** Career Advisor  
**Reports to:** Coordinator-Career Planning & Placement  
**Type of Appointment:** Hourly, Part-time

- 1. Qualifications:** Bachelor's Degree Required  
Three to Five Years Appropriate Professional Experience

**Preferred:**

Bachelor's degree in Psychology, Counseling, Education, Human Services, Human Resources, or related field; professional experience counseling/advising students from diverse backgrounds in an educational setting; experience working with educational and business professionals/employers; excellent verbal and written communication and interpersonal skills, ability to deliver presentations in classroom and community settings; experience administering and interpreting career-related inventories; proficient computer and technology skills; excellent organizational and administrative skills; flexibility and the ability to multi-task; and self-direction to work independently, as well as a team member.

- 2. General Function:**

Provide Career Counseling and Job Placement services and programs to students, alumni, employers, and various campus and community constituents.

- 3. Specific Responsibilities May Include:**

- Maintain both the JCC On-campus Student Employment Program and Webpage and the online employment network, **CANNONLink**; screen and approve campus, local, regional, and national employment listings, and student and alumni credentials.
- Conduct further outreach to employers and establish new relationships for on-campus recruitment, interviewing, and career and job-related programming such as and career and job fairs and seminars.
- Provide personalized, one-on-one career and job placement advisement to students and alumni and administer and interpret personality and career inventories.
- Assist students and alumni with the development and critiquing of cover letters, resumes, and employment and college applications.
- Facilitate communication between students and campus and community Professionals for Job Shadowing and Informational Interviewing programming and experiences.
- Provide specialized career development presentations and workshops in the college classroom to support respective curricula; to local schools to assist with college recruitment and retention, and to campus clubs, and community organizations.
- Other duties and responsibilities as assigned.

- 4. Staff Reporting to This Position:**

None