

## Career Advisor (Student Services Professional II)

PD No.:PD-7691

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement
<b>Internal Team:*</b>	FL-Dean CBE - 10073
<b>Job Code/Employee Classification:*</b>	SSP II <u>Job Code: 3082</u>
<b>Classification Title:</b>	Student Services Professional II – Range A
<b>MPP Job Code:</b>	NA
<b>Position Number:</b>	SSP II <b><u>Position no: FL-10009735</u></b>
<b>CSU Working Title:*</b>	Career Advisor (Student Services Professional II)
<b>Salary Range/Grade:</b>	3082-RANGE A-Grade-1 Minimum: \$ 4,841.00 Maximum: \$ 6,884.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Katherine Guerrero
<b>Reports To:*</b>	Dir, Mihaylo Career Srvs <b><u>Position no: FL-10009169</u></b>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Academic Affairs
<b>College/Program:*</b>	College of Business & Econ
<b>Department:*</b>	Dean CBE - 10073
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	Temporary
<b>Workplace Type (Exclude Inst Fac):</b>	
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	No
<b>Access to controlled or hazardous substances:</b>	No
<b>Access/responsibility to personal info:</b>	Yes
<b>Control over Campus business processes:</b>	No

**Responsibilities requiring license or other:** No

**Responsibility for use of commercial equipment:** No

**Is this a Campus Security Authority (CSA):**  Yes  No

**Serves a security function:** No

**Designated recipient for crime/misconduct reports:** No

**Significant responsibility for Student Activities:** No

**Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

Under the direction of the Director of Business Career Services, provides career-advising services to the College of Business and Economics' student population of over 9000 students. Provides career advisement services to prepare business students to obtain meaningful internship and full-time job opportunities in their chosen field through scheduled appointments and "drop-in" services. Develops and delivers workshops on topics including career exploration, job and internship search strategies, personal brand management, resume and cover letter development, networking, interviewing skills, and other career related or student success strategies. Plans and participates in activities to support data collection, program assessment, and database management. Facilitates the development of strong connections between students, student organizations, and recruiters. Plans and participates in marketing activities to promote programs, job opportunities, activities, and results through social media channels, websites and other methods to the campus and external community and its key stakeholders. Other duties as assigned.

**Minimum Qualifications:\***

Bachelor's degree or the equivalent from an accredited four-year college or university in one of the behavioral sciences, public administration, business administration or a job-related field and two years of professional experience in one of the student services program areas or a related field. A Master's degree in a job-related field may be substituted for one year of professional experience. Additional specialized and relevant experience may be substituted for the required education on a year-for-year basis.

General knowledge of the methods and problems of organizational management, research, and interview techniques. Ability to interpret and apply program rules and regulations, obtain factual and interpretative information through interviews, and advise students individually and in groups on complex student-related matters. Ability to reason logically and use initiative in planning work assignments and in implementing long-range program improvements. Ability to plan, develop, coordinate, supervise, and organize programs and activities. Ability to interact with a diverse student population, faculty, staff, and the public. Ability to analyze complex situations accurately and adopt effective courses of action. Ability to establish and maintain cooperative working relationships with a variety of individuals. Excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus procedures, activities, and of the overall organization.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Required Qualifications:****Preferred Qualifications:**

- Master's degree from an accredited four-year university in management, education, human resources, counseling, or related area preferred. Related experience in higher education, career services, business development and/or recruitment / human resources.
- Previous experience working with students and/or clients individually or in group setting.
- Previous experience working in a career center or advising students and/or clients individually or in group setting on career resources.
- General knowledge of community and higher education issues. Familiarity with a campus environment/higher education.
- Knowledge of social media, marketing resources, or career resources including LinkedIn, Constant Contact, Facebook, Instagram, Hoot Suite, Handshake, VMock, Big Interview or other related resources
- Experience with event coordination.
- Knowledge of Southern California employment market for business graduates

**Special Conditions:**

Work Schedule: Monday - Thursday, 8:00 AM - 6:00 PM; Friday, 9:00 AM-1:00 PM, occasional early morning, evening, and weekend hours. This is a fiscal year position to end on or before 6/30/2025 with a possibility of renewal on an annual basis if program needs exist. The position requires flexibility to work earlier or later than scheduled and some weekends due to work-related demands.

**License / Certification:**

Valid California driver's license

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
45	<p>45%: Provide career advising services to help prepare business students to obtain meaningful internship and full-time job opportunities in their chosen field.</p> <ul style="list-style-type: none"> <li>• Provide one-on-one career advising tailored to the needs of each student. This can include both scheduled appointments and “drop-in” services on topics including career exploration, job and internship search strategies, personal brand management, resume and cover letter development, networking, interviewing skills, and decision making strategies.</li> <li>• Follow up with students as appropriate to track their progress on career development activities</li> <li>• Maintain knowledge of the Southern California employment market for business graduates, as well as local, state, and national hiring practices</li> </ul>	Essential
30	<p>30%: Develop, deliver, and participate in workshops, programming, or events related to student success and career development</p> <ul style="list-style-type: none"> <li>• Develop, prepare for and deliver workshops and activities on career development and internship topics to groups of 5 to 300 students</li> <li>• Secure guest speakers and facilitators where appropriate</li> <li>• Work with student clubs and faculty to coordinate career development activities and workshops</li> <li>• Participate in Student Success committee including programming, workshops, and events related to student success</li> </ul>	Essential
10	<p>10%: Plan and deliver marketing activities to promote programs, job opportunities, activities, and results through social media channels, websites and other methods to the campus and external community and its key stakeholders. Facilitates the development of strong connections between students, student organizations, and recruiters.</p> <ul style="list-style-type: none"> <li>• Plan and participate in the development of marketing materials for Business Career Services</li> <li>• Identifies and promotes career opportunities for students</li> <li>• Create materials and resources to support advising sessions</li> <li>• Utilize social media, website, and marketing resources to promote career development activities</li> <li>• Represent Business Career Services at campus events as needed (e.g., Freshman Programs, Transfer Student Orientation, etc.)</li> <li>• Coordinate selected efforts with the University Career Center, Center for Internships, College Department Chairs, Centers of Excellence, faculty and student organizations, affiliated operations and various campus entities as needed</li> <li>• Communicate frequently with Career Advisors and Employer Relations Associates to exchange information about students’ target organizations and career paths, and to learn about employer feedback regarding the skills and attributes required for success at their organization</li> </ul>	Essential
10	<p>10%: Plan and participate in activities to support data collection, program assessment, and database management.</p> <ul style="list-style-type: none"> <li>• Plan and participate in the development of assessments to measure and evaluate career services</li> <li>• Contribute to the generation of reports and other means of communicating our impact to AACSB and other accreditation boards</li> </ul>	Essential
5	Other duties as assigned	Essential

**SELECTION CRITERIA**

 There are no items to show

**Physical Mental and Environmental Demands**

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

**Physical and Mental Requirements**

<b>Bending:</b>	Occasionally - Essential
<b>Climbing:</b>	Occasionally - Essential
<b>Concentrating:</b>	Occasionally - Essential
<b>Crawling:</b>	Occasionally - Essential
<b>Decision Making:</b>	Frequently - Essential
<b>Keyboarding and Mousing:</b>	Frequently - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying over 50 lbs.:</b>	Occasionally - Essential
<b>Performing Calculations:</b>	Constantly - Essential
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally - Essential
<b>Repetitive Motion of Upper Extremities:</b>	Frequently - Essential
<b>Sitting:</b>	Frequently - Essential
<b>Standing:</b>	Constantly - Frequently
<b>Stooping Kneeling or Squatting:</b>	Constantly - Essential
<b>Walking:</b>	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

Description:

Other Physical and Mental Req No.1 Frequency:

**Other Physical & Mental Requirement No. 2**

Description:

Other Physical and Mental Req No.2 Frequency:

**Other Physical & Mental Requirement No. 3**

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

**Environmental Requirements**

<b>Drive motorized equipment:</b>	Occasionally - Essential
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Occasionally
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Occasionally
<b>Extreme Temperature (hot or cold):</b>	Occasionally - Essential
<b>Indoor (Typical office environment):</b>	Occasionally

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1 Description:**

**Other Environmental Req No.1 Frequency:**

**Other Environmental Requirement No. 2 Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3 Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**

**POSTING DETAILS**

**Advertising Summary:**

The College of Business and Economics is committed to leading business education through the guiding principles of program quality, balancing theory and practice, and expanding our outreach and visibility. We create positive change by leveraging the curiosity, entrepreneurial spirit and diversity of our students. We inspire our students and other partners to transform the workforce through innovative, impactful instruction and research. We are seeking an exceptional individual to join our team as the Career Advisor II (SSP II).

Advertisement text:

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**USERS AND APPROVALS**

**Justification for Position:**

This PD will serve to replace two staff members who left our Careers office:  
10009735 Madeline Powaser  
10010153 Cybil Vidal

**Hiring Administrator:\***

Pilar Gutierrez  
**Email address: [mdgutierrez@fullerton.edu](mailto:mdgutierrez@fullerton.edu)**

**Approval process:\***

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Kate Guerrero ✓ Approved Jun 27, 2024
2. Department Head/Associate Dean:	Sunil Thomas ✓ Approved Jun 27, 2024
3. HR Classifier:	Tammy Dietzel ✓ Approved Jul 1, 2024
4. Appropriate Administrator/Dean:	Sridhar Sundaram ✓ Approved Jul 1, 2024
5. Position Management:	FL-HRDI PM ✓ Approved Jul 1, 2024

**HR/Faculty Affairs Representative:\***

FL-HRDI Classifier  
**Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)**