



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Career Advisor Work Direction Given By: Executive Director
 (Lead)
 Department: Career Center Reports To Title: Executive Director
 (Appropriate Administrator)
 Division: Student Affairs College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Student Services Professional III Job Code: 3084
 Position Number: 00000623 Level/Range/Grade: 6
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R04-Academic Support APC

B. POSITION PURPOSE

Under general direction of the Director the Student Services Professional III/Career Advisor performs complex Student Services professional work by developing and facilitating workshops, seminars and presentations throughout the campus on resume writing, interview skills, job market trends, and job search strategies in response to a variety of needs and concerns of individual students, student organizations, administration, and faculty. Working pro-actively in a team environment, the Career Advisor will will develop, implement and facilitate programs that encourage and support student efficacy and success. Responsible for advising students in any of the seven colleges (with specific oversight for students in the College of Business). Responsibilities include comprehensive and independent student advisement and guidance in individual and group settings involving career planning and related issues. This position requires a high degree of judgment, professional skills, and knowledge related to career planning, to perform considerable administrative planning and program management, including recognizing program needs and developing creative and realistic approaches to meet those needs and collaboration with other professionals, to provide quality programming.

SPECIAL REQUIREMENTS/DESIGNATIONS OF POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The person holding this position is considered a "General 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) as a condition of employment.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:

% of Time	Priority Weight
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70%	
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STUDENT ADVISING (Career, Internship & Grad School Advising):

- * Interview, assess and counsel/advise students and alumni, on an individual and group basis, regarding a variety of career, internship and grad school issues and strategies, including but not limited to career and internship goals, determining interests, values and skills.
- * Suggest career assessments when appropriate.
- * Suggest possible careers and/or career resources.
- * Utilize complex knowledge of job market trends and markets, including the demand for specific skills, abilities, and experiences.
- * Suggest follow-up activities such as occupational exploration, informational interviewing, job shadowing and networking.
- * Assist with resume and cover letter preparation and interviewing skills.
- * Show students where to find jobs and internships to suit their needs, using the internet/office database, networking and through online job search engines.
- * Conduct workshops and orientations for students with all majors.
- * Listen carefully to students and alumni to observe both verbal and non-verbal responses in order to recommend comprehensive and innovative jobs search methods – jobs links and sources, career plans and careers tailored to their specific needs, experiences, skills and abilities.
- * Advise and suggest follow-up activities such as occupational exploration, informational interviewing, job shadowing and networking.
- * Develop and conduct student workshops and orientations for all majors covering current and pertinent topics such as career planning, interview techniques, networking, salary negotiation, internships and resume/cover letter preparation.
- * Provide career counseling for first year students and also to other students as necessary.
- * Interview students about their career goals, determining interests, values and skills.
- * Empower students in their career choices by providing positive reinforcement of their skills and abilities.
- * Refer to other student services as necessary.
- * Create a safe and inclusive environment for all students by using inclusive language and continuing education in supporting URM (underrepresented minority) student and alumni population.

20%	
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PROGRAM MANAGEMENT:

Premier Partner Program

- * Establish rapport with company representatives to create a minimum of 10 Premier Partners annually.
- * Solicit new companies to join partnership when membership decreases.
- * Meet with corporate recruiters to develop relationships and promote program sponsorship.
- * Reach out to partners throughout the semester to identify any changes/updates to planned semester.
- * Provide tailored recommendations and facilitate connections to campus partners such as faculty, clubs, organizations, groups, events, etc.
- * Independently develop and suggest alternatives for employers that are not a good fit for the Chico State partner program. Tactfully explain alternative recruiting strategies and professionally navigate sensitive conversations.
- * Work with Social Media Coordinator to advertise appropriate openings.

Fall/Spring Business Career Fair:

- * Serve as liaison to Career Center Event Coordinator.
- * Assist with the coordination of all marketing to students.
- * Follow up with employers and evaluate which employers are approved to attend.
- * Assist students with specific job & internship assistance related to employers attending.

Support additional projects within the Career Center. Projects are based on departmental need and

List Functional Category with Responsibilities:

% of Time	Priority Weight
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may change as programmatic needs change within the department. Examples of projects include development of seminars, workshops, presentations, special events specific to college/majors assigned.

EMPLOYER LIAISON:

- * Responsible for promoting Career Center services and on-campus recruiting opportunities to the seven Colleges.
- * Use various methods including preparing flyers, announcements, faculty appointments, and class and club presentations.
- * Supervise one student employee.

5%	
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SPECIAL PROJECTS/PROGRAM SUPPORT/OTHER DUTIES:

- * Develop, plan and coordinate all aspects of class visitations, information sessions, seminars and support campus recruiting efforts.
- * Develop and present new student seminar topics and presentations as needed and/or requested.
- * Coordinate the production of annual career manual, including writing/editing content.
- * Support Career Fair coordinator as needed on the 9 career fairs the Career Center coordinates and/or supports over the academic year.
- * Attend regular staff meetings, participate in the process of suggesting changes to existing procedures to improve operations and delivery of Career Center services.
- * Participate in strategic planning for the office. Serve on campus-wide committees as assigned and collaborate with other departments to enhance student services.
- * Develop and conduct miscellaneous presentations.
- ** Participate in campus-wide events as needed for office representation (e.g. Preview Day, Summer Orientation, Wildcat Welcome, Choose Chico, etc.)
- * Complete special projects.
- * Perform other duties as assigned.

5%	
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Total should equal 100% Time and 100 Weight

Total

100%

0

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multicultural environment.

Additional Guidelines and Expectations

N/A

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Thorough knowledge of:

- * The principles of individual and group behavior.

Working knowledge of:

- * Student services programs outside the program to which immediately assigned.
- * The principles, practices, procedures, activities, and major trends in the Student Services field to which assigned, or the ability to rapidly acquire such knowledge.
- * The methods and problems of organizational and program management.
- * Research and interview techniques.

General knowledge of:

- * The principles, practices and trends of the Student Services field.
- * Individual counseling techniques.
- * Organizational procedures and activities of the specific campus to which position is assigned, or ability to rapidly acquire such knowledge.

Fluent with standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office, such as Word, Excel, and Outlook.

SKILLS:

Incumbent must possess:

- * Judgment to recommend solutions to problems and changes in program procedures.
- * Technical expertise to recommend change in program procedures to act as spokespersons for the program in their area of expertise and resolve problems within their area of assignment.
- * Tact and persuasiveness to achieve understanding and cooperation.
- * Planning and organizational skills.
- * Advanced human relations skills to interact with highly visible student groups and interact with persons with hostile reactions and bring such situations under control.

ABILITIES:

Incumbent must have the ability to:

- * Interpret and apply program rules and regulations.
- * Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- * Obtain factual and interpretative information through interviews.
- * Reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- * Advise students individually and in groups on complex student-related matters.
- * Recognize multicultural, multisexed and multi-aged value systems and work accordingly.
- * Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
- * Rapidly acquire a general knowledge of the overall operation, functions and programs of the campus, and specific objectives of the campus Student Services program and its relationship to the total campus operation.
- * Make decisions and carry through actions having implications with regard to other program or service areas Services Office.
- * Analyze complex situations accurately and adopt effective courses of action.
- * Determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- * Interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- * Carry out a variety of professionally complex assignments without detailed instructions.
- * Perform assigned duties.

2. Education and/or Experience

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field.

AND

Three years of full-time professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth.

A Master's degree in a job-related field may be substituted for one year of the professional experience.

Additional specialized experience which demonstrates the applicant has successfully applied the knowledge and abilities of a Student Services professional may also be substituted for required education on a year-for year basis.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on and off campus for meetings and events. May work alternate hours to accommodate department and/or College needs/ functions/after hour meetings and special events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. This position involves frequent interaction with students, faculty and staff to perform essential job functions. Must be comfortable relating to students in both formal and informal settings while maintaining a professional relationship. Additional or irregular hours such as after-hours and at weekend events is occasionally required. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____