Career Development Counselor Senior

(Job Number: 41591)

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<th>Campus/Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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**Job Description**

The Mary Lou Fulton Teachers College seeks a highly motivated, creative, and adaptable individual to join the Office of Student Services as a Career Development Counselor. As part of our newly redesigned team focused on increasing retention and persistence, the Career Development Counselor will work collaboratively across the college and with different departments at the university to ensure students have access to the necessary tools and resources required to prepare for a career in education. This position will support student learning through the development and implementation of an individualized student support plan. The Career Development Counselor identifies student career goals, explores internship opportunities, focuses on job seeking skill building, refers students to appropriate resources and creates opportunities for career and professional development. The Career Development Counselor will provide one-one coaching, research career opportunities to enhance student employment options, develop programing and organize events on varying career related topics to broaden and deepen the relationships with faculty, professional and student organizations and employers. The new asset-based structure fosters intentional relationships between faculty, staff, and students, supporting students’ mental well-being, financial understanding, engagement with the college and the community, both in and outside of the classroom.

**Essential Duties**

- Provides personalized student support and coaching to Mary Lou Fulton Teachers College students regarding career and professional planning.
- Refers students to department, University and external resources as needed.
- Coaches students to develop short and long term career and job seeking strategies and plans.
- Provides assistance with resume and interviewing techniques.
- Coordinates volunteer programs currently established, and develop additional volunteering/professional development opportunities.
- Assists in promoting and coordinating internship opportunities and study abroad options.
- Interacts and maintains relationships with students, faculty, staff and outside/community agencies including Career Services in facilitating program objectives.
- Develops and facilitates classroom presentations and workshops, meetings or conferences with high impact on program and/or participants; coordinates logistics, scheduling and participant communications.
- Tracks student interactions and completes assessment reports.
- Creates web-based and print resources to support programming.
- Engages in professional development activities to maintain licensure/certification.
- Performs administrative tasks as assigned.

### Minimum Qualifications

Master's degree in Clinical, Counseling Psychology, Social Work, or Marriage and Family Therapy; AND five (5) years of experience providing psychological mental health counseling and therapy to college students; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Licensed eligible as a professional counselor, clinical social worker or marriage and family therapist in the state of Arizona.

### Desired Qualifications

- Experience in higher education/student affairs, leadership and organizational management, human resources, counseling or a field appropriate to the area of assignment.
- Experience in career services/development, academic advising, coaching, counseling, student development/youth development, educational transition, student engagement, co-curricular learning, and/or teaching.
- Experience working with diverse students in a college/university setting.
- Experience establishing and maintaining effective working relationships with students, staff, and faculty.
- Experience with program development, coordination, implementation, and assessment.
- Demonstrated knowledge of student development theory.
- Experience promoting university student programs and services; effective presentation and public speaking skills.
- Experience utilizing various types of technology to include Microsoft Office applications (i.e., Word, Excel, PowerPoint, Outlook) and web-based data systems.
- Experience with Peoplesoft, Salesforce CRM, ASU Retention Dashboards, MyReports/Analytics site.
- Evidence of effective written and verbal communication skills.
- Experience in work that requires attention to detail.
- Demonstrated knowledge of the methods, techniques and procedures of psychological counseling and therapy.
- Demonstrated knowledge of the methods, techniques and procedures of psycho-educational outreach and consultation.
- Demonstrated knowledge of college student population and student development principles and practices.

### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse;
- Required to stand for varying lengths of time and walk moderate distances to perform work;
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds;
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts;
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions;
- Frequent travel to other campuses.

### Department Statement

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor’s, master’s and doctoral degree programs.
Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

Instruction for ASU Online Employment Applications

Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.

- Select *External Staff Job Opportunities* if you’re not currently an ASU employee (you must create an account or enter existing account information).
- Select *Internal Staff Job Opportunities* if you’re a current ASU employee.
• Enter **Requisition ID 41591BR** in the Search box.
• Click the red job title to view the entire job description.
• To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.
• Click **Let’s get started** to begin the application process.