



**University of Houston-Downtown
Job Description**

Job Title: Career Counselor
FLSA Category: Exempt
Grade: 22
Job Code: 3764

DUTIES

Job Summary: Develops and implements comprehensive career services by providing career counseling, job search coaching, and employment contacts to enrolled students and graduates of the university.

- Duties and Responsibilities:
- Conducts individual sessions with students to counsel and advise on career and job search issues
 - Maintains confidentiality regarding all student and alumni interaction and records
 - Uses statistically valid assessment tools and reliable reference material to enhance services and improve the quality of these resources
 - Oversees the field-experience internship program
 - Assists in the planning and implementation of job fairs;
 - Establishes relationships with employers, faculty, and students
 - Creates and maintains corresponding databases
 - Develops professional correspondence and marketing pieces to promote services to internal and external constituencies
 - Oversees maintenance of the career services software system that facilitates interview scheduling, job posting and related services
 - Executes departmental goals and any additional tasks
 - Participates in local and regional professional organization
 - Develops workshops related to career and job search issues

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Master's Degree in Counseling, Student Development, Higher Education, or a related field

Experience: Minimum of two (2) years of professional-level, post-baccalaureate experience

Licenses/Certification: None

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.