

## **East Carolina University**

### **CAREER COUNSELOR**

#### **Position Number: 944915**

The Division of Student Affairs actively supports the University's missions of education, research, and service by providing comprehensive programs and services to assist each student in developing intellectually, socially, morally, and culturally. The Division anticipates students' developmental needs throughout their collegiate experiences and promotes students development by fostering a community of learning, which encourages individual student involvement and participation. The Division of Student Affairs provides a broad range of support services, activities, and programs that seek to: Assist students in developing respect and appreciation for individual differences, interpersonal civility, and human rights. Enhance the learning environment, facilitate retention, and optimize the student experience. Accommodate the diverse needs of all students. Support a community environment that is welcoming, safe, and secure. Assist students in meeting their basic needs for housing, nutrition, and physical and emotional well-being. Provide the means for students to become active participants and leaders in their own learning. Assist students in developing logical thought processes and sound decision-making skills. Assist students in developing an appreciation of the arts. Moreover, the division seeks to contribute to the development of the whole individual by fostering in each student a deeper appreciation of the importance of life-long learning, individual responsibility, and human diversity. Through collaboration, the division provides programs and services that are grounded in theory, assessment, and sound practice.

The Career Center at East Carolina University supports and empowers students in their career development to succeed as professionals in a global community. The Career Center provides students with career development tools that assist them to become professionals. The department develops academic and co-curricular programs and services to enhance career readiness, leadership, and engagement.

The Career Counselor will be responsible for various aspects of the career development process and programming for Graduate, PhD students, student athletes and limited services to undergraduate deciding students.

Advise students on internship, co-op and post-graduation employment opportunities and strategies for career success.

Create, schedule, conduct and evaluate career programming on a variety of topics to include but not limited to: resume writing, interview techniques, social media and the job search, professionalism and PhD careers outside of Higher Education.

Create, maintain and enhance relationships with hiring employers in industry by increasing their visibility on campus through employer presentations and events and provide direct services from employer requests.

Work with faculty, administration and student professional organizations to coordinate career-related activities and recruitment events. Represent the office on campus committees.

Serve on the departmental marketing committee to develop appropriate materials to promote services to students and employers. Create and edit office publications.

Complete reports on activities and student employment information.

**Qualifications:** A Master's Degree in higher education, student affairs, career counseling or related area is required. Must have had a minimum of two years of full time experience providing career counseling and

career development in a higher education setting.

Strong knowledge of employer recruitment strategies, job market trends, occupational, career and employment information sources.

Ability to interact with a diverse student, staff and faculty population.

Demonstrated skill in establishing effective working relationships with staff of all levels, faculty, academic personnel, employers and alumni.

Experience and proficiency with incorporating the use of technology to deliver career services.

Excellent writing, presentation, and organizational skills required.

**Preferred Qualifications:** Four to five years of direct experience within a college or university Career Center providing career counseling to undergraduate, graduate and/or student athletes.

All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

In order to be considered for the position, all applicants are required to submit a candidate profile, a letter of interest, a current resume/vitae, and a list of references including contact information online.

In addition, each candidate should arrange to have a minimum of three original signed letters of reference that speak directly to the candidate's qualifications for this position submitted to the Chair of the search committee at the address indicated below:

Larry Donley  
East Carolina University  
Career Center  
Mail Stop #414  
Greenville, NC 27858-4353

Additionally, original official transcripts, as well as a criminal background check, will be required upon offer of employment. All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university's diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.

*East Carolina University is an Equal Opportunity/Affirmative Action Employer.*

Visit this job posting at [ecu.peopleadmin.com/applicants/Central?quickFind=72387](http://ecu.peopleadmin.com/applicants/Central?quickFind=72387).