



**JOB INFORMATION**

Job Code	AE04C
Job Description Title	Counselor III, Career
Pay Grade	SR09
Range Minimum	\$47,800
33rd %	\$57,360
Range Midpoint	\$62,150
67th %	\$66,930
Range Maximum	\$76,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Student Resources
Job Function:	Career Strategies

**JOB SUMMARY**

Advises and counsels students and alumni concerning career choices, employment opportunities, and part-time job opportunities.

**RESPONSIBILITIES**

- Provides individual and group career counseling to include (but not limited to) career development, career choice, workplace transition, and career development issues.
- Plans, develops, and/or presents informational programs related to issues such as career development, career choice, academic plans, workplace transition, and job search skill development.
- Documents, reports on, and/or maintains records and evaluation information from counseling/program sessions.
- May coordinate internships for students with interested companies and corporations and maintain career recourse information.
- May train students as peer career counselors.
- Assists in the design and implementation of procedures.
- May serve as liaison between students and employers, persuade employers to recruit student and campus graduates and encourage students to research companies and practice interviewing skills.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Education, Counseling, or related field	And	4 years of	Experience in providing career counseling and planning services	

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments.

Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by,

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.