

Job Description

Position Title: Career Counselor

Job Group: Student Services

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Career Counselor performs a variety of student counseling and advisory services. Assists students with decision-making processes relating to career and personal goal achievement. Supports College environment to engage students in a process that aids and guides decision-making regarding career options. Responsible for case management advising and providing career counseling for students in need of in depth career counseling services; and will refer students with personal counseling needs to PCC Academic Success Counselors and provide referral to community resources, as needed.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assessment and evaluation of career development transitions requiring career counseling interventions, which requires specific career development training, experience, and academic coursework; and provide academic advising.
2. Provides academic advising and career counseling to students which includes student career development assessment and referrals to college and community resources for career advising and support services as needed.
3. Provides support and problem solving services, in addition to use of career inventories and career researching activities, to aid and guide student decision making.
4. Participates in professional development and confers with other professionals in the field to keep abreast of program trends.
5. Ensures compliance with applicable laws and regulations.
6. Collaborates with faculty and other departments to ensure proper referral to career counseling, college and community resources.
7. Develops and presents materials used for providing career counseling and advising; organizes student success related projects or activities including training, or facilitating workshops.
8. Research, compiles, reviews data, and prepares related reports and correspondence.
9. Creates, schedules, and conducts new student orientations, group advisory sessions, and events including internal and external partnerships.
10. Provides case management counseling to high need populations.

11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices as well as college policies and procedures.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge of principles and methods for promoting programs and services.
4. Knowledge and application of various instructional methodologies.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in organization, coordination and management.
8. Skill in public speaking.
9. Ability to develop and maintain effective and positive working relationships.

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree with an emphasis in Counseling required.
- Three (3) to Five (5) years of related experience with career and personal counseling.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License