



## Job Classification Description

**ADVISING AND CAREER SPECIALIST**  
**VSC – UP PAT Bargaining Unit**

**GRADE 12**  
**EXEMPT**

### **BASIC FUNCTION**

Coordinate exchange programs and new student registrations and provide advising that support career developments, experiential learning and academic planning.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate the National Student Exchange (NSE) and study abroad programs. Develop and maintain relationships with a variety of study abroad organizations, continue to expand programs, and establish a diverse range of exchange opportunities for students.
- Provide NSE program information to current and potential students, advise outgoing students throughout the placement process, serve as advisor to all incoming students and collaborate with other offices on campus to ensure the program runs efficiently.
- Promote NSE and study abroad programs to students, faculty, and staff through marketing materials, email and group presentations.
- Coordinate outreach and provide support to international and immigrant students. Assist international and immigrant students in navigating the college process and in locating appropriate resources.
- Coordinate New Student Registration sessions. Collaborate with faculty and staff to plan, organize and carry these events.
- Manage advisor assignments; connect new students with faculty or staff advisors based on their chosen degree.
- Support students in developing awareness of their values, interests and skills. Assist in identifying career goals, and making connections between degree options and goals.
- Facilitate career development workshops and individual career counseling on topics such as self-assessment, career planning, resume writing, interviewing and locating job and/or internship opportunities.
- Provide academic advising and degree planning for undergraduate and prospective students.
- Serve as academic advisor for 10 – 20 first-year undecided students.

- Work with various departments on campus to ensure students are aware of, and feel welcome to access the resources available to them.
- Coordinate on-campus recruiting events.
- Develop and update office materials such as four-year plans and resume and cover letter guides.

### **SUPERVISION RECEIVED**

General supervision is received from the Co-Director, Career Center.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in appropriate discipline with a Master Degree desirable, plus two to four years relevant counseling, teaching and/or administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong counseling/advising skills.
- Good administrative, communication and organizational skills.
- Good writing skills
- Good understanding of the educational mission and the organizational and governance structures of a small college.
- Ability to work effectively with a wide range of College students, faculty, staff, and administrators in carrying out the various functions of the job.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**