

Florida State University

Career Advising and Counseling Unit: CAREER DEVELOPMENT SPECIALIST



Job Title: Career Development Specialist

Qualifications:

- A Master's degree in counseling or related area.
Preferred: National Certified Counselor
- Knowledge of and demonstrated experience in counseling, program development, and program management.
- Knowledge of career development theory and practical experience with career advising, individual career counseling, and group career counseling with a college population.
- Ability to work a flexible schedule to include occasional travel.
- Must have valid driver license.

Responsibilities:

- Trains, develops, and provides case supervision for career advisors and counselors-in-training and monitors service delivery in accordance with professional ethics and requirements for accreditation.
- Provides direct career advising and career counseling services to clients on a drop-in, individual appointment, and group counseling basis.
- Designs and delivers career development workshops to university and community groups.
- Instructs or co-instructs undergraduate career development courses on an as-needed basis.
- Maintains appropriate records and makes referrals to appropriate university and community resources.
- Acts as liaison to university academic colleges, departments, or programs, as well as offices throughout the Division of Student Affairs.
- Authors, edits, and designs print and web-based career resources.
- Participates in creating policy and evaluating processes at the program level adhering to the research mission of The Career Center.
- Conducts and mentors career advisors in presenting at state, regional, and national professional conferences.

How to Apply:

If qualified and interested in a specific vacancy as advertised, apply to Florida State University at: jobs.fsu.edu

Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable) even if attaching a resume.

CLOSING DATE: June 5, 2014



The
Career Center
linking futures

Job ID: 37274

Location: Tallahassee, FL

Full/PartTime: Full-Time

*This is an A&P (Administrative and Professional) position
Equal Opportunity/Access/Affirmative Action Employer