

**Colorado State University  
Division of Student Affairs**

**Career Development Counselor  
The Career Center – Position Description  
Colorado State University, Fort Collins, CO**

An opportunity to make a difference in undergraduate and graduate students lives. As a career counselor you will be a team member, presenter, teacher, project manager and trusted advisor working with outstanding students. The Career Center at Colorado State University provides leading edge career development, exploration and employment opportunities for students and alumni of the University.

The Career Development Counselor provides career identification, planning, and job search consultation to students focusing primarily on the career exploration and decision making process. The position reports to the Assistant Director for Career Development Counseling and Outreach.

The natural setting, the vibrancy of downtown Fort Collins and the presence of Colorado State University helped put Fort Collins at the top of Money magazine's list of the best places to live.

**SPECIFIC RESPONSIBILITIES:**

- Provide group, individual, drop-in and electronic career counseling; career assessment interpretation; and career education programming which supports the major functions of The Career Center: major and career decision-making, internship/experiential education programs, and career networking and recruiting.
- Create innovative programming, workshops and classroom presentations to assist students in their career development and job search process.
- Develop and maintain relationships with faculty and internship coordinators within the College of Applied Human Science.
- Serve on department-wide committees and work teams.
- Understand and articulate public land grant university policy.
- Participate as a staff member in the full activities of The Career Center.

**MINIMUM QUALIFICATIONS:**

- Minimum of a Master's degree in career counseling, counseling, higher education administration/student development or related area. Degree must be earned by start date.
- Minimum of one year of experience and demonstrated expertise in career advising/career services is required.

PREFERRED QUALIFICATIONS:

- One year of experience in a higher education setting.
- Demonstrated ability to create, develop and give engaging presentations/workshops.
- Experience in assisting students with major and career decision-making, resume writing, interviewing techniques, and job search strategies.
- Experience interpreting the MBTI and Strong Interest Inventory.
- Ability to take initiative and pay close attention to detail.
- Ability to communicate clearly verbally and in writing with constituencies being served.
- Demonstrated knowledge of information technology, such as web-based research, blogs, social networking and recruiting systems.
- Ability to work independently, collaboratively, and creatively to solve problems and to resolve differences.
- Demonstrated understanding of and ability to articulate needs and concerns of historically under represented and ethnically diverse populations, persons with disabilities, gay/lesbian/bisexual/ transgender individuals, women and non-traditional students. Demonstrate personal and professional commitment to diversity.

SALARY:

The salary range is in the mid \$30's annual compensation, commensurate with experience and education. The position is eligible for all benefits available to full-time professionals at Colorado State University.

STARTING DATE:

Anticipated start date November 1, 2009 or sooner

TO APPLY:

Applications will be accepted until the position is filled, but for full consideration, please send a letter of interest, resume and the names, addresses and telephone numbers of three references by September 28, 2009 at 5:00p.m. Mountain Standard Time. The application must address qualifications listed in the job description posted on The Career Center web site [www.career.colostate.edu](http://www.career.colostate.edu). Electronic delivery of application materials is preferred. E-mail your application, as one document in MS Word format, to [Marcia.schenkel@colostate.edu](mailto:Marcia.schenkel@colostate.edu). You will receive email confirmation when your application materials have been received.

Due to nature of the recruitment for this position, travel funds to a maximum of \$500.00 will be available per candidate for interviews. Please contact the Chair of the Search Committee if you have questions.

“Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigation for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.”

Colorado State University is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and so identify themselves.