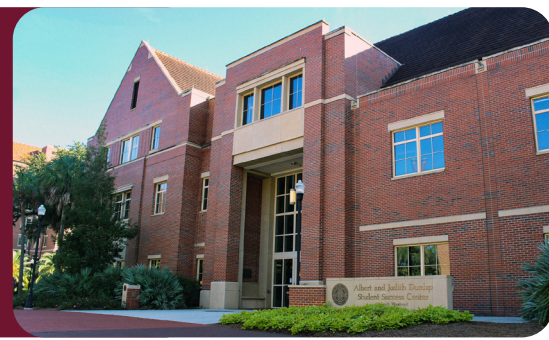


Florida State University Career Center Career Advising and Counseling Unit:

CAREER DEVELOPMENT SPECIALIST



Position Overview

This position supervises daily Career Center advising and counseling operations, including direct career advising and counseling of students, supervision of career advisors and counselors in training, allocation of staff resources, and maintenance of service quality. This position serves as primary liaison between the Career Center and designated departments and colleges that serve first and second year students through Freshman Interest Groups and Living Learning Communities, and is responsible for developing relationships with stakeholders to create a culture of collaboration that focuses on developing strategic, intentional programming that engage students with the Career Center and focuses on the career development and development of employability skills in preparation for future experiential learning and career opportunities. This position will engage directly with students, faculty, staff, academic advisors, and other stakeholders critical to student success and engagement with career center services and programs.

Qualifications:

- Master's Degree in counseling or related area/field, consideration for years of experience in lieu of degree requirements. Preferred: Nationally Certified Counselor (NCC)
- Knowledge of and demonstrated experience in addressing issues of diversity in counseling, including but not limited to, people with disabilities, LGBT students and international students. Knowledge of career development theory and practical experience advising, individual career counseling and group counseling with a college population.
- Demonstration of strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community, and the ability to foster a cooperative work environment
- Knowledge and experience using computer-assisted assessments and office productivity software.
- Ability to prepare, coordinate, and conduct workshops.
- Skill in preparing clear and concise reports, policies, procedures, correspondences, and other written materials and skilled in public speaking.
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations and the ability to interpret and apply related University policies, procedures, principles, and practices.

Responsibilities:

- Train, develop, and provide case supervision for OPS students and volunteers who serve as career advisors in training and coordinates staffing patterns and service delivery logistics in accordance with professional ethics and requirements for accreditation.
- Author, edit and design print and web-based career information resources and evaluate/recommend resources for the Career Center Library collection. Design and deliver career development workshops to University and community groups. May instruct or co-instruct undergraduate career development courses on an as needed basis.
- Provide direct career advising and career counseling services to clients on a drop-in, individual appointment and group counseling basis, maintain appropriate records and make referrals to appropriate University and community resources.
- Act as liaison to university academic colleges, departments, or programs, as well as offices throughout the Division of Student Affairs, who serve and support first and second year students, and specifically Freshman Interest Groups and Living Learning Communities.
- Participate with the Program Director in policy making and interpretation at the program level, including management of technology resources, communication with vendors and ensuring accessibility of services to people with disabilities.
- Teach career-related courses such as SDS 3340, Introduction to Career Development (serve as co-instructor/lead instructor for one section of SDS 3340, Introduction to Career Development (as needed).

The Career Center's Commitment to Diversity, Equity, and Inclusion:

The FSU Career Center strives to be the preeminent career center model for designing and delivering comprehensive, innovative, and inclusive career and employment services. Our values of Inclusion, Compassion, and Respect play a critical role in our mission. The Career Center strives to increase and enhance multicultural awareness and competencies in FSU Students and Career Center Staff through continued education, professional development, standardized practices, and equitable opportunities.

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. **Open until filled.**



The
Career Center
Design Your Career

Job ID: 49218

Location: Tallahassee, FL
Full/Part-Time: Full-Time

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