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# Example of Career Counselor Job Description

Our growing company is hiring for a career counselor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for career counselor

* Collaborate with and support initiatives as needed and directed by the Senior Associate Director, such as organizing cross-MBA program events
* Providing Extraordinary customer service to our Premium Card Members, in a customer contact center environment
* Using consulting techniques to qualify customers
* Creating memorable travel experiences for our customers by booking leisure travel with a key focus in domestic and international air, car and hotel travel arrangements
* Interacts with employers for recruiting students and alumni
* Coordinates activities between Career Services and assigned departments and faculty in the College of Social & Behavioral Science, through other departmental liaison roles, including the Veteran’s Resource Center
* Coaches must solve complex problems related to advising individual students who come from a wide variety of backgrounds
* Oversee Extended Employer Site Visits, Panels, Boot Camps, Career Fair Prep, Drop-In Resume Reviews and workshops
* Ensure all events are planned, marketed and evaluated
* Work with employers, academic partners and staff to plan events and increase attendance

## Qualifications for career counselor

* Strong technical skills including proficiency with Microsoft Office Suite (Excel, Word, PowerPoint), fluency in social media platforms including Linked In, and an aptitude for using various applications/databases such as Adobe Captivate, Elluminate Live, Prezi, Constant Contact, and/or Blackboard
* Oversee Programming Committee budget
* Lead the Programming Committee, planning and coordinating meetings and team member engagement
* Serve as a member of the Leadership Team in Career Services
* Supervise a Graduate Assistant in the Educational Leadership and Policy Master’s Program
* Plan onboarding, training and ongoing professional development for GA