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# Example of Career Counselor Job Description

Our company is looking for a career counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for career counselor

* Manage the UCareerMentor program along with Alumni Career Coach
* Lead initiatives in office space improvement
* Supervise professional marketing coordinator
* Oversee strategy for marketing content
* Serve on the Marketing Team as a Campaign Manager which will include mapping out marketing efforts for the academic year
* With coaches input and help from marketing coordinator, oversee development and contribution of content for web and print materials for students
* Oversee decisions relating to web content development and ensure staff and student feedback is integrated into design and functionality
* This person must solve complex problems related to advising individual students who come from a wide variety of backgrounds
* Assist students with resume and cover letter writing
* Provide individualized supports for each intern

## Qualifications for career counselor

* Graduate degree from an institution accredited by an accrediting agency recognized by the US Department of Education
* Graduation from a college/university with a Master's degree in Career Development, Counseling, Counselor Education, College Student Personnel Administration, or a related field
* Three years of career counseling experience
* Knowledge of transfer and pathways college models
* Provide supports for the hiring and/or onboarding of interns at various job sites
* Conduct intake interviews for internship candidates each cycle