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# Example of Career Counselor Job Description

Our company is growing rapidly and is looking to fill the role of career counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for career counselor

* Coach upcoming graduates and alumni to develop short and long term job seeking strategies/career plans
* Provide instruction, orientation and counseling to potential graduates and alumni on career development and employment search strategies
* Collect, review, and track data of graduate surveys to ensure compliance, accuracy and service needs
* Review and provide guidance on resume enhancements, and job search materials
* Research and educate students/potential graduates/alumni of career opportunities and progression paths
* Participate in external marketing activities designed to cultivate industry relations and diversify and expand employment opportunities
* Assist with the development of creative initiatives for marketing and promotion of Kendall to highlight alumni success, career opportunities and student engagement
* Assist with planning and implementing strategies that encourage employers to recruit Kendall students and alumni
* Further development and maintenance of the student/employer online job board
* Compile and promote alumni accolades and accomplishments locally, nationally and (where appropriate) internationally

## Qualifications for career counselor

* Contribute to develop and execute an alumni relations engagement strategy and strategic goals that align with Kendall
* In partnership with Marketing and Career Services team
* Contributes content to the Career Services and Alumni Relations social media sites and department communications
* Provides excellent customer service to prospective students, current students, alumni, co-workers, and community partners
* Builds strong connections between Alumni Association and undergraduate students, faculty and staff, employers, and the community
* Contributes to continuous improvement efforts in Career Services and Alumni Relations