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# Example of Career Counselor Job Description

Our company is looking 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

* Provide advising, counseling, coaching sessions to students to assist with professional development and job/internship search strategies
* Develop methods to identify and obtain meaningful day-time employment for financial stability
* Represent UR and the center in local and national professional associations and conferences in order to stay current with industry standards and changes, revise programs to reflect trends, and increase the center’s visibility among professionals in the field
* Recommend medical or psychiatric evaluation for emotional or psychological problems
* Maintain contact with student families if student is a minor
* Program Facilitation – Conduct surveys and facilitate meetings to identify programming needs specific to international students
* Strategic Partnership Building – Establish, maintain, and enhance collaborative opportunities with campus partners and advisers
* Events – Design, schedule, organize, implement, and evaluate workshops, panels, and events on a range of career and job search topics, related to international students
* Public Speaking - Regularly present in-house workshops, requested workshops, group chats and departmental orientation to audiences ranging in all sizes
* Research information about employment locally, regionally, and internationally, current information about employment for graduates using resources such as the Washington Occupational Information System, O\*Net, Workforce Explorer, Going Global and Bureau of Labor Statistics

## Qualifications for career counselor

* Basic knowledge of expatriate compensation components including
* 5 years retail baking experience
* 3 years cake decorating experience including design, customized cake design, and mass production
* Minimum 1.5 years In-Store Bakery cake decorating experience
* Minimum of two years’ experience in a combination of programming and implementing teen recreation, teen sports, and teen theatrical performance for ages 13-17 is required
* High School diploma, Associates degree in culinary arts preferred