JOB DESCRIPTION

Career Planning Specialist – Career Center

Definition of Class
The incumbent in this position performs duties associated with professional developmental counseling in providing individual and group educational and career programs. Instructs a Career and Life Planning course. The incumbent works in a team oriented environment and reports to the Assistant Director of Career Development.

Examples of Work Performed
Counsels individuals on their prescribed objectives, either career or education, and aids in further planning with particular emphasis on career development and job search issues.

Establishes and maintains the Career Resource Library and ensures that resource materials are current and applicable.

Administers, interprets, and evaluates the results of various career-related licensed assessment tools.

Interacts with parents, student groups, faculty, staff, and community agencies seeking career assistance in the area of career planning and development and serves as a resource person to campus constituents concerning student career decisions.

Plans, develops, and recommends for adoption and implementation various types of programs intended to enhance student's career advancement.

Conducts outreach activities including workshops and presentations; develops new programs to assist in implementing the functions of the office; assists consumers in utilizing office technology related to various aspects of the career decision-making process.

Develops and updates electronic and paper (handouts/brochures) resources for undecided and undeclared students.

Instructs Career and Life Planning courses.

Prepares reports and analysis for administrative utilization; develops recommendations and conclusions from the results of such reports.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Counsels individuals and interprets and evaluates the results of career related assessments.

2. Plans, develops, and conducts programs, workshops and presentations to enhance students’ career and educational advancement.

3. Interacts with student groups, faculty, staff, parents and community agencies concerning student career decisions.

4. Instructs Career and Life Planning courses.

5. Maintains the Career Resource Library.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit and frequently required to use hands to finger, handle or feel objects and reach with hands and arms; and occasionally required to stand; walk; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Master's Degree in a related field from a college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.