



814-824-2000
800-825-1926
mercyhurst.edu

Career Counselor

Location: Erie

Department: Advancement

Reports to: Director of Career Development

Full/Part Time: Full Time

Classification: Administration

Closes: open until filled

POSITION SUMMARY

Career Development Specialists at Mercyhurst University are responsible for providing access and support to career and professional preparation opportunities for students and alumni. These include but are not limited to: career exploration, graduate school advising, job search strategies, internship support, and career workshops.

DUTIES AND RESPONSIBILITIES

- The career counselor will be assigned specific duties that are their sole responsibility. These can include overseeing the career development needs of students in one or more of our specific colleges, handling alumni career needs, managing events and job fairs, and internship processing. These specific duties may vary year to year in an effort to provide a well-rounded experience to new professionals.
- Provide students and alumni with career counseling on a one-on-one and small group basis.
- Present a variety of career and professional topics.
- Assist with the creation of new programs and workshops as the job market changes.
- Regularly stay up to date on employment and hiring trends.
- Assist students' education of and abilities with the NACE Career Competencies.
- Utilize Handshake to help employers, students and alumni. This includes regularly updating notes and appointment check ins, creating and managing events, and using the kiosk features for first destination reporting and surveys.
- Embrace and master new technologies to better serve students and alumni.

EDUCATION AND EXPERIENCE

The Career Counselor position is a full-time, twelve-month positions with benefits. The Career Counselor should have a minimum of 1-3 years of experience in higher education with an emphasis in career development.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the following areas should be clearly demonstrated: experience administering a career services management program and other career inventories and intervention techniques.
- Willingness to connect with professional organizations such as WestPACS, NACE etc.
- Excellent written and oral communication skills including the ability to read and interpret documents and the ability to write routine reports and correspondence are of utmost importance.
- Leadership skills required include a demonstrated ability to lead, manage, and participate in cross-functional teams, ability to work collaboratively with people from multiple constituencies and diverse backgrounds.
- The ability to apply common sense, understanding to carry out instructions furnished in written, oral, or diagram form.
- The ability to deal with problems involving several concrete variables in standardized situations.
- Exceptional interpersonal skills and problem solving ability.
- Able to work under pressure, handle multiple tasks/deadlines/priorities, strong service orientation.
- The ability to work independently with minimal direction.
- This position requires a high degree of discretion and tact, and the ability to manage and prioritize multiple competing projects and deadlines.
- Some weekend and evening hours are required.

WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States