

UNIVERSITY OF SOUTHERN CALIFORNIA

Career Services Advisor

Job Code: 137706

OT Eligible: Yes

Comp Approval: 10/16/2020

JOB SUMMARY:

Advises students and alumni on career pathing, job search methods, employment readiness, internships and other career-related matters. Collects relevant online materials and hands-on resources (e.g., employer information, directories, resource guides) for client use. Stays current on labor market trends and competitive environments. Maintains relationships with organizations and business sectors to increase employer-student engagement.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Provides career counseling services to students and alumni, either remotely or in person. Conducts career assessments, gathering informational resources, performing job searches, and assisting with identification and evaluation of career path options. |
| _____ | _____ | Administers various interview and assessment strategies to assist students/alumni with resume development, interviewing skills, job searches, and employment readiness. Utilizes various forms of assessment tools (e.g., web, software) and provides feedback to clients based on results and practical knowledge. Responsible for any required documentation, utilizing client tracking/case management software, if available. |
| _____ | _____ | Liaises between employer organizations and students, encouraging and facilitating recruitment for employment and/or internships. Stays current with labor-market and recruiting trends, developments in varied industries, and maintains an active network of professional contacts. |
| _____ | _____ | Provides assistance to senior advisors and/or management with administrative functions (e.g., project activities coordination). Attends departmental meetings and conferences, representing career services. |
| _____ | _____ | Assists with coordination and execution of professional development opportunities (e.g., job fairs, career workshops, lectures). |
| _____ | _____ | Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. |
| | | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:**Minimum Education:**

Bachelor's degree

Minimum Experience:

1 year

Minimum Field of Expertise:

Bachelor's degree in counseling, higher education, human resources, or related field. One year of experience in career services, human resources, recruiting, or a related field. Advanced knowledge of employer recruiting strategies, job market trends, and occupational, career, and employment information sources. Superior level of professionalism, exceptional attention to detail, and excellent written and oral communication and interpersonal skills. Proven business savvy, ability to deliver quality services, and passion as it relates to impact on outcomes. Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment, and discretion.

Preferred Experience:

2 years

Preferred Field of Expertise:

Two or more years' experience in career services, human resources, recruiting, or related field. Leadership and guidance skills, with the ability to manage, balance, and prioritize different tasks and projects. Experience with federal and international immigration employment regulations and procedures, as it relates to non-immigrant visas, permanent-residency sponsorship, and the hiring of foreign nationals in the U.S. Working knowledge of California and multi-state employment law. Experience working with international students, faculty, and/or staff in higher education, and familiarity with academic medical center environments. Understanding of employment issues affecting various groups (e.g., gender wage gaps, LGBTQIA discrimination, ageism). Fluency in Spanish, American Sign Language (ASL), or other languages in addition to English. Demonstrated experience with office management communication software and tools (e.g., Google suite, Slack, Skype) and social media management. Proficient with Microsoft Office and Adobe Creative Suite software. Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

Comments:

May require travel and working evenings and/or weekends, based on business necessity.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer