



## JOB INFORMATION

<i>Job Code:</i>	137707
<i>Job Title:</i>	Career Services Advisor, Senior
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Career Services
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Responsible for conceptualizing, planning, and implementing professional development programs and opportunities for students and alumni. Advises students and alumni on career pathing, job search methods, employment readiness, internships and other career-related matters. May provide guidance to colleagues with less experience, as required. Responsible for the administration of departmental projects and provides quality control. 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.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in career services, human resources, recruiting, or related industries, with some experience in a coaching or leadership role.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to manage, balance, and prioritize different tasks and projects.
X		In-depth knowledge of federal immigration employment regulations and processes, interpreting and providing guidance as to their pertinence to international students.
X		Advanced knowledge of employer recruiting strategies, job market trends, and occupational, career, and employment information sources.
X		Superior level of professionalism, exceptional attention to detail, and exemplary written and oral communication and interpersonal skills.
X		Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment, and discretion.
	X	Experience working with government agencies concerning immigration.
	X	Advanced knowledge of California and multi-state employment law.
	X	Experience working with international students, faculty, and staff in higher education, and familiarity with academic medical center environments.
	X	Knowledge and understanding of employment issues affecting various groups (e.g., gender wage gaps, LGBTQIA discrimination, ageism).
	X	Fluency in Spanish, American Sign Language (ASL), and/or other languages in addition to English.
	X	Demonstrated experience with office management communication software/tools (e.g., Google suite, Slack, Skype) and social media management.
	X	Proficient with Microsoft Office and Adobe Creative Suite software.
	X	Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides career counseling services to students and alumni, either remotely or in person. Conducts complex career assessments, (e.g., assisting international students navigating the complexities surrounding employment in a foreign country). Gathers informational resources, performs job searches, and assists 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. Responsible for any required documentation, utilizing client tracking/case management software, if available.				
Proactively identifies, builds, and maintains strategic relationships with local, regional, national, and international employers and organizations. Encourages and facilitates recruitment for employment and/or internships. Stays current with labor-market and recruiting trends, developments in varied industries, and maintains active network of professional contacts.				
Serves as a resource to less-experienced colleagues, leveraging extensive functional knowledge. Attends interdepartmental and central university meetings, and participates in professional organizations and conferences, representing career services.				
Assists the development, coordination, implementation, and administration of varied projects, goals, and strategies, providing quality control. Conceptualizes, plans, and executes professional development opportunities (e.g., job fairs, career workshops, lectures). Manages student/alumni outreach, creating awareness of engagement opportunities.				
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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.