



## JOB INFORMATION

Job Code:	137706
Job Title:	Career Services Advisor
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Career Services
Job Family Group:	Academic Advising and Career Counseling
Management Level:	7 Individual Contributor

## 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 QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		In
X			Counseling	Or
X			Higher Education	Or
X			Human Resources	Or
X			in related field(s)	

### Additional Education

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

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level	
X		1 year	in career services, human resources, recruiting, or a related field.	
	X	2 years	in career services, human resources, recruiting, or a related field.	

### 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		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 excellent written and oral communication and interpersonal skills.
X		Proven business savvy, ability to deliver quality services, and passion as it relates to impact on outcomes.
X		Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment, and discretion.
	X	Leadership and guidance skills, with the ability to manage, balance, and prioritize different tasks and projects.
	X	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.
	X	Experience working with international students, faculty, and/or staff in higher education, and familiarity with academic medical center environments.
	X	Understanding of employment issues affecting various groups (e.g., gender wage gaps, LGBTQIA discrimination, ageism).
	X	Fluency in Spanish, American Sign Language (ASL), or other languages in addition to English.
	X	Demonstrated experience with office management communication software and 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

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

## 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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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>			No

**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.