

CAREER ADVISOR POSITION DESCRIPTION
THE FLORIDA STATE UNIVERSITY CAREER CENTER
CAREER ADVISING, COUNSELING, AND INSTRUCTION

<https://career.fsu.edu/about-us/employment-at-the-career-center>

The primary responsibility of the Career Advisor assistantship is to provide superior career advising to all students, alumni, and community members through the FSU Career Center drop-in, brief-staff assisted model in the Career Center Library. Career advising services focus on the development of self-knowledge, exploration and identification of occupation options, career decision making, and metacognitions related to career decisions and development. This assistantship offers experience in career advising, public speaking/presenting, and supervision, while providing opportunities for teaching, research, and evaluation.

RESPONSIBILITIES

- Provide career advising to students, alumni, and community members during virtual and in-person drop-in advising hours on topics focusing on the development of self-knowledge, exploration and identification of occupation options, career decision making, and metacognitions related to career decisions and development. (8 hours per week) During drop-in career advising Career Advisors will:
 - Advise clients/students on a drop-in basis regarding professional development and brand development including but not limited to resume writing, interview, internship/job search preparation, etc.
 - Deliver and interpret assessments with clients/students such as the Self-Directed-Search (SDS) and Career Thoughts Inventory (CTI).
 - Educate and advise clients/students on the development of Career Readiness Competencies outlined by the National Association of Colleges and Employers, and how to engage with the FSU campus, community, and Career Center programs for competency acquisition and development.
 - Evaluate the career decision state and readiness of students and community member clients.
 - Complete client intakes and referrals to individual career counseling.
 - Assist with Career Center events (Seminole Futures, Career Fair Prep Events, Graduate & Professional School Fair, etc.) and other duties/activities as needed.
- Provide a scheduled general career advising appointment or a mock interview (0.5 hour per week)
- Receive weekly individual supervision (0.5 hour per week)
- Attend weekly **required** professional development team meetings every Friday 1:30-2:30 pm (1 hour per week). Applicants who cannot make this meeting in-person will not be considered.
- *Additional opportunities include:*
 - Delivery of career and professional development information through experiential education outreach workshops for student organizations and classes, as well as to groups visiting FSU and the Career Center.
 - Collaborate with the Experiential Learning and/or Employer Relations team through committees, task-force participation, and projects.
 - Assist in research related to Career Advising and Counseling and contribute to scholarship through participating in professional presentations or article development and submission.

QUALIFICATIONS

- Admitted in an FSU Graduate Program (Preferably Career Counseling MS/EdS and/or Combined School and Counseling Psychology PhD or other programs in Anne's College of Education, Health, and Human Sciences)
- Ability to utilize appropriate communication styles to relate to varied constituents
- Ability to communicate effectively, including active listening, as well as both verbally and in writing
- Ability to work independently as well as within a team
- Ability to receive constructive feedback and follow instructions related to assigned duties and activities
- Strong time management skills
- Skilled in the use of computers and appropriate software i.e. Excel, PowerPoint, Teams, Canvas, Zoom etc.

Directions on how to apply can be found on the Application Information and Process document at:

<https://career.fsu.edu/about-us/employment-at-the-career-center>

For more information regarding this position, please contact Erin Bennett, Senior Assistant Director of Career Advising, Counseling and Instruction at erin.bennett@fsu.edu or call 850-644-8685

THE FSU CAREER CENTER

<https://career.fsu.edu/>

Nationally recognized for its comprehensive career services, the Florida State University Career Center prepares students for life after graduation. With career planning resources such as career advising, individual career counseling, employability skills workshops, mock interviews, and a career development course, The Career Center provides students with the resources to help them make a successful transition to their next destination. Linking students directly with employers and graduate or professional schools. The Career Center also offers on-campus recruiting opportunities, career fairs, job listings, an online career portfolio, and a powerful network of Florida State alumni, parents, and friends of the University. Located in the state-of-the-art Dunlap Success Center, The Career Center engages with over 30,000 students every year, helping them discover their unique interests and preparing them for career success.

THE CAREER ADVISING, COUNSELING & INSTRUCTION TEAM

<https://career.fsu.edu/about-us/staff-directory>

While providing career services to Florida State University students, alumni, and community members, the Career Advising, Counseling and Instruction Team of the FSU Career Center also provides education and practical training to future career counselors, psychologist, researchers, and supervisors.

FLORIDA STATE UNIVERSITY – AN OVERVIEW

<https://www.fsu.edu/>

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Florida State University is a national leader in the number of doctorates awarded to African-American students and in the graduation rate of African-American undergraduates. Its College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students.

DIVISION OF STUDENT AFFAIRS

<https://studentaffairs.fsu.edu/>

The Division of Student Affairs collaborates with students, faculty, and staff to create welcoming, supportive and challenging environments that maximize opportunities for student learning and success. Through high quality programs and services, the Division staff facilitates student development, celebrates differences, and promotes civic and global responsibility.

We envision a Florida State University where students, faculty and staff embrace an inclusive learning community with respect, responsibility and acceptance for all cultures. Graduates will make meaningful contributions to a global society through character, competence and integrity. They will make ethical decisions and be committed to a life of service and leadership.

GRADUATE STUDENT UNION:

<https://www.fsugau.org/>

United Faculty of Florida - Florida State University - Graduate Assistants United (UFF-FSU-GAU) represents and advocates for the interests of its members and all GAs at Florida State University.

CITY OF TALLAHASSEE:

<http://www.visittallahassee.com/>

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. FSU's Equal Opportunity Statement can be viewed at: http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf.