



# POSITION DESCRIPTION

## CAREER EDUCATION SPECIALIST

### Posting Details

WORKING TITLE	Career Education Specialist
NUMBER OF OPENINGS	7
POSITION OPEN DATES	March 8 - 29, 2023
DESIRED START DATE	Aug. 14, 2023
LOCATION	In person – This position requires the majority of work hours to be conducted at the Career Center. At the discretion of their supervisor, a small number of project hours may be done remotely.
HOURLY PAY	Starting at \$15.50
HOURS PER WEEK	6-8 hours a week during the hours of 10 a.m. - 2:15 p.m. Monday - Friday during the academic year (excluding breaks).
SUMMER EMPLOYMENT	Not Required
EDUCATIONAL REQUIREMENT	Must be a currently enrolled student at CSU
MINIMUM QUALIFICATIONS	<p><b>You do not need, nor do we expect you to have substantial career knowledge; our Specialists go through a training program helping them to develop the skills and competencies needed to assist students on their career journeys. Specialists go through a training program helping them to develop the skills and competencies needed to assist students on their career journeys.</b></p> <ul style="list-style-type: none"> <li>• Must be available for at least 4 hours during Drop-in Hours Monday-Friday 10am-2:15pm, and occasional evening hours for programming and staff meetings/trainings, average of 6-10 hours a week during the academic year (excluding breaks).</li> <li>• A willingness to talk to people you don't know and build rapport.</li> <li>• Have a commitment to creating an inclusive and welcoming environment for our diverse student body.</li> </ul>
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> <li>• An ability to work autonomously while also being collaborative with your team members.</li> <li>• The motivation for individual learning and development and as a team member.</li> </ul>

### Essential Job Duties

<b>POSITION SUMMARY</b>	The Career Education Specialists are vital to the mission of the Career Center and are often the first to provide students with career education and information using an equity and inclusion approach. Drop-in advising is an essential service that allows students to meet with our Specialists through a peer-to-peer learning approach to receive support with their career needs which include, but not limited to, career exploration, job/internship search, on campus job search and preparation, interview preparation, resume/cover letter feedback and graduate school preparation. Occasionally Specialist will engage in additional career education programming/presentations.
CAREER DEVELOPMENT	<ul style="list-style-type: none"> <li>• Will be trained on career development topics when they begin and throughout the role.</li> <li>• Aid students in the advancement of their career goals through our drop in advising services, thus improving their own career development skills and knowledge.</li> </ul>
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> <li>• Respond to in-the-moment needs of students, requiring critical thinking and problem solving.</li> </ul>
DIGITAL PROFICIENCY	<ul style="list-style-type: none"> <li>• Provide virtual drop ins. We require specialists to use Microsoft Teams, Handshake, and Zoom during all drop in shifts.</li> <li>• Specialists also regularly need to check and respond to administrative tasks and team communication.</li> </ul>
GLOBAL CONTEXT	<ul style="list-style-type: none"> <li>• Serve students from many different backgrounds, including international students, undocumented students, low income students, and first generation student which require specialized knowledge of these populations and their career needs.</li> </ul>
INCLUSIVE TEAMWORK	<ul style="list-style-type: none"> <li>• Work within a team and consult with other team members to help each other often.</li> </ul>
PERSONAL ACCOUNTABILITY	<ul style="list-style-type: none"> <li>• Expected to show up on-time and engaged routinely to shifts, team meetings, staff trainings, and other commitments.</li> <li>• Identify personal career goals related to their role, requiring self-accountability and initiative to achieve those goals.</li> </ul>
VERBAL & WRITTEN COMMUNICATION	<ul style="list-style-type: none"> <li>• Learn advising and coaching skills, requiring rapport building with students and clear communication.</li> <li>• Communicate career resources through programming/presentations.</li> <li>• Support students in Drop-in Advising on written and verbal application processes (resume, cover letter, interviewing, networking)</li> </ul>