WESTMONT COLLEGE

Career Counselor of the Office of Career Development & Calling
Student Life Division

POSITION SUMMARY: Empower students for lives of purpose, service, and leadership through professional coaching, industry specific internship and job search support, and traditional career exploration. Provide one-on-one and group guidance for college students related to career direction, choice of major, and discernment of values, skills, interests, and personality relative to possible areas of interest. Stay abreast of best practices to effectively reach students to encourage academic and career exploration, including the transition to meaningful pursuits after commencement.

QUALIFICATIONS: The position requires a Master’s degree, preferably in Career Development, Student Development, Counseling, or a related discipline; at least 3 years career counseling experience, preferably in higher education; knowledge of the principles of individual and group behavior; understanding of effective individual counseling techniques; awareness of the developmental process of college age students; experience in developing a network for internship and employment opportunities for all majors; strong written and oral communication skills; certification in the Myers-Briggs Type Indicator and the Strong Interest Inventory preferred; capability to work with diverse populations on and off campus; ability to work independently and as a team member, and with the wide range of constituencies (students, faculty, staff, alumni, community); and familiarity with MS Office including web and database applications; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations.

SPECIFIC RESPONSIBILITIES:
1. Career Counseling and Career Development Programs (75%): Provide one-on-one and group guidance for college students related to career direction, choice of major, and discernment of values, skills, interests, and personality relative to possible areas of interest; work with faculty, staff and administration in a collaborative way to develop new and innovative career and academic outreach programming that includes planning and leading workshops focused on career and academic related issues; keep current on trends and resources in career development field; facilitate special programs as requested
2. Career Intern Program (20%): Recruit, hire, train and supervise career interns; oversee the development of Career Intern Program.
3. Perform other related duties as assigned (5%).

GENERAL RESPONSIBILITIES:
1. Available to work occasional nights and weekends.
2. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others;
readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

**Work Schedule:** This is full time 9-month position

**Reports to:** Director of Career Development and Calling

2.11.2016