**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Career Counsellor

**Job Number:** A-175

**NOC:** 4033

**Band:** 8

**Department:** Student Transitions and Careers

**Supervisor Title:** Director, Student Transitions and Careers

**Last Reviewed:** September 29, 2006

**Job Purpose**

In collaboration with the entire university, the Office of Student Transitions and Careers motivates students and alumni in the pursuit of their ambitions, through educating about career and life choices, providing resources, and creating awareness of opportunity.

Reporting to the Director, Student Transitions and Careers, the Career Counsellor is responsible for contributing to the development and implementation of career development programs for all students and alumni at Trent, on both the Peterborough and Oshawa campuses.  In addition, this position leads in the provision of group and individual services designed to guide students through all facets of career planning, employment preparation, and the transition to full-time employment and/or advanced levels of study.  The incumbent will work with students, staff, and faculty, student organizations and with other student service areas to develop and implement appropriate service levels. The Career Counsellor has regular reporting responsibilities to the Director, Student Transitions and Careers regarding the efficiency and effectiveness of the career counselling support.

**Key Activities**

1. Advises and coaches students, undergraduate and graduate, and alumni on the career planning process through individual counselling/coaching, drop-in sessions, workshops, resource development and other services.
2. Provides individual career counselling, which may include, but is not limited to:
   1. Educating students and alumni on the career development process and providing support in making decisions about careers, further education and employment.
   2. Assisting students and alumni in acquiring relevant and current information about careers and the labour market and models techniques to aid clients in developing their work search knowledge, skills and strategies.
   3. Administering and interpreting career assessment instruments, as required.
3. As needed, provides resume/cover letter critiques and interview preparation.
4. Provides career counselling and resume critiques in Oshawa, at minimum, 2 days/month.
5. Uses technology to provide service and educate students.
6. Develops and facilitates small group workshops and seminars that focus on career and employment topics -- may include workshops/seminars tailored to specific academic programs and/or career areas.
7. Develops appropriate resources, exercises and processes to support student career development.
8. Develops specialized programming for P/T, Oshawa, graduate, international and SASS students.
9. Observes, coaches and mentors Career Centre staff, student staff, and practicum students as required.
10. Commitment to continuous professional learning and development
11. Collects, compiles, analyzes and creates statistical reports, as requested.
12. Participates in weekly staff meetings and staff planning sessions by providing input on directions of initiatives and programs and services.

**Education**

Master’s Degree in Counselling, with focus in Career Counselling, or related degree, plus a minimum of 2 years career counselling experience, preferably with university students.

**Experience Required**

1. Knowledge of counselling and career development theory.
2. Experience leading, planning and facilitating groups.
3. Must have excellent individual counselling, communication and interpersonal skills.
4. Must have demonstrated presentation and facilitation skills and the ability to communicate with a diverse student population.
5. Well-developed computer skills in presentation software, word processing, audiovisual equipment.
6. Excellent knowledge of internet career resources, work search sites and assessment tools.
7. Ability to work independently and in a collaborative team environment.
8. Must have initiative, strong research, organizational and time management skills.
9. Extensive knowledge of labour market conditions and opportunities for work.
10. Must have the ability to take initiative with regard to career and employment programming.
11. Demonstrated ability to establish and maintain collaborative relationships.
12. Must possess judgment, particularly with respect to confidential information, patience, flexibility and adaptability.
13. Must have the capacity to handle a heavy workload.
14. Must be able to maintain credibility of students, faculty, staff and senior administrators.
15. Working knowledge of career assessment instruments such as but not limited to Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI). Certification would be an asset.
16. Able to travel to and work out of two locations.