

## **Position Title: Career Counselor**

### **About the University**

Western Washington University (WWU), with over 15,000 students in seven colleges and a graduate school, is nationally recognized for its educational programs, students, and faculty. The campus is located in Bellingham, Washington, a coastal community of 90,000 overlooking Bellingham Bay, the San Juan Islands and the North Cascades Mountain range. The city lies 90 miles north of Seattle and 60 miles south of Vancouver, British Columbia. WWU is the highest-ranking public, master's-granting university in the Pacific Northwest, according to the 2022 U.S. News & World Report rankings.

### **About the Unit**

The Student Success Initiatives (SSI) Unit supports WWU's mission, which states that together with our students, staff, and faculty, we are committed to making a positive impact in the state and the world with a shared focus on academic excellence and inclusive achievement. We encourage applications from women, people of color, people with disabilities, veterans, and other candidates from underrepresented backgrounds and with diverse experiences interested in this opportunity. SSI is a unit within the Division of Enrollment and Student Services. The Unit's mission is to maximize student retention, persistence and continued success through strong inclusive outreach and support programs. Our vision is that every student graduates, prepared for a life of growth and purpose. The Career Services Center (CSC) is part of the SSI Unit. The unit also includes Academic Advising (AA), Student Outreach Services (SOS), the Western Success Scholars (WSS) Program, and the SSI Operations team that supports across the unit.

### **About the Department and Position**

Reporting directly to the Director of the Career Services Center, the Career Counselor works under general supervision, within a team of professionals and student peer career advisors, at the CSC at WWU. The Career Counselor assists a diverse population of students and alumni in developing career goals with consideration of the students' interests, skills, and values. Career Counselors utilize and must discern from a plethora of resources, including: career exploration and assessment, career tools, career and educational programs, and career development theories. The Career Counselor also assists to identify and remediate student barriers to success. The Career Counselor understands the various ways students can leverage their experiences inside and outside of the classroom to prepare students to meet their personal aspirations while employing a philosophy of strengths-based and student-centered advising. In addition to assisting individuals, the Career Counselor presents to various groups on career related topics and also manages and creates educational content for CSC learning management online systems. The Career Counselor also will take on various career related projects to support initiatives and participates in the mandatory Advising & Registration sessions for new students admitted to WWU throughout the academic year. The Career Counselor uses technical systems to track data and ensures strict confidentiality of protected information and safeguards the integrity of data. Professional development is integral, and ongoing, to ensure up to date skills in career planning, occupational and industry trends, as well as best practices on supporting diverse populations. Some evening and weekend work is required in this position.

### **Responsibilities include:**

Direct Student Advising

The Career Counselor's interactions with students support them in developing critical thinking, problem solving and independent learning skills. The Career Counselor specifically assists individuals in:

- Identifying potential majors and careers
  - Assists students in clarifying academic and career goals through individual career counseling. Administers and interprets career inventories (e.g., MBTI, Strong).
- Exploring career fields and understanding job market conditions
  - Assists students to strategically research and navigate online career resources
- Developing effective strategies to identify internship and career employment opportunities
- Mastering specific aspects of the internship/job search and application process, such as: networking, cover letter, and resume writing, interviewing, and salary negotiation
  - Identifying ways to leverage student experiences to produce a strong resume and other materials to present to employers (LinkedIn profiles, portfolios, statements of purpose etc)

#### Development and Management of Online Career Tools and Learning Management Systems

- Develop online career content and announcements for CSC website, Seniors Canvas Site, First year Canvas Site, Skills First, Handshake and other systems as needed
- Track activity analytics to measure and gain insights into program performance and identify opportunities to enhance program objectives

#### Group Instructing and Workshops

- Design, create and deliver workshops and/or special events and programs with academic departments, and campus programs, for in person, hybrid and/or all virtual modalities, to include (but not limited to):
  - Resume preparation; Understanding job market conditions; Job search strategies; Career information technology (LinkedIn, Handshake, SkillsFirst etc); Interview skills, Experiential learning opportunities; Salary negotiation; Career exploration; Choosing a major
- Identify expectations, learning outcomes, and evaluation process to determine success
- Participate in workshops and/or special events as requested by other departments and/or student groups
- Develop visual aids, handouts, and presentation materials

#### Support Targeted Outreach Efforts

- Assist in outreach campaigns that strategically and intentionally support the needs of uniquely identified groups of students
- Engage in outreach activities with academic departments, other student service offices, and student groups to promote integrated career planning, to foster inclusivity and to provide support towards student achievement

#### Administrative Functions and Professional Development

- Attend and/or lead as necessary: Career Counselor team meetings, student peer advisor meetings, staff meetings and other committee meetings, as assigned
- Document student advising appointments and activities
- Utilize various online tools and technologies including, but not limited to: Handshake, EAB Navigate, SkillsFirst, Canvas, SharePoint, Zoom, Banner, Microsoft 365 (e.g. Outlook, Teams, Word, OneNote, Excel, PowerPoint)
- Serve on college-wide committees and task forces, as approved by supervisor

- Pursue professional development opportunities that advance one's knowledge of changing job markets, emerging industries and careers, student demographics and best practices in career planning with a particular focus on access, diversity, equity and inclusion
- Participate in the mandatory Advising & Registration sessions for new students admitted to WWU throughout the academic year
- Support and assist with Career Fair planning, implementation, and outreach
- Other duties as assigned

### **Required Qualifications**

- Bachelor's degree
- Minimum of two years experience providing career coaching and/or counseling to clients/students
- Demonstrated experience in using career assessment and job search tools with clients/students (successful incumbent will be supported in completing Myers Briggs Type Indicator and Strong Interest Inventory Certification)
- Knowledge of web -based career and job search resources
- Demonstrated ability to work effectively as a member of a team
- Strong organizational skills while managing multiple job responsibilities
- Demonstrated experience supporting diverse, traditionally underrepresented or under-served, first-generation, low-socioeconomic, or non-traditional populations
- Ability to work effectively with diverse staff and faculty as a contributing team member
- High degree of professionalism
- Strong verbal and written communication skills including the ability to give effective presentations, provide individual advising and conduct outreach to targeted groups
- Demonstrated ability to handle highly sensitive information/materials in a confidential manner
- Experience utilizing various technology and software such as Microsoft 365, Teams, Zoom, etc.

### **Preferred Qualifications**

- Master's degree in Student Affairs Administration, Education, Counseling, School Counseling, or a related field
- Previous relevant employment experience in a higher education setting
- Ability to integrate academic and career development components when assisting students in formulating career plans
- Experience using the EAB Navigate platform, Canvas, and/or Handshake
- Certified in the Myers Briggs Type Indicator and/or the Strong Interest Inventory
- Fluent in two or more languages

### **Conditions of Employment**

All employees must comply with our Immunization policies, including COVID vaccination by time of hire and Proof of Rubella Measles Immunity within 60-days of hire. Please reach out to HR@wwu.edu if you need information regarding medical or religious exemption and applicable accommodations.

### **Salary**

The hiring range for this position is \$49,249 - \$56,636/year depending on qualifications and experience

### **Benefits Information**

<https://hr.wwu.edu/files/2022-01/Benefits%20-%20Professional%20Staff.pdf>

### **Application Instructions**

A complete application includes the following:

- (1) A cover letter (not to exceed 3 pages) and resume addressing your experience related to the position responsibilities and each of the required and preferred qualifications.
- (2) An Access, Diversity, Equity, and Inclusion (ADEI) statement: ADEI are core values at Western Washington University. Attach a statement (500 words max) that includes examples of your demonstration and commitment to ADEI and how you will contribute to further implementation of these values at Western through your work with the Career Services Center.
- (3) The names and contact information of 3 professional references.

**Application Link:** <https://hr.wvu.edu/careers-staff?job=500550>

### **Closing Date**

Position closes on 02/24/2023 at 11:55pm

Western Washington University (WWU) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, WWU does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. See WWU's Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation. Inquiries may be directed to the Office of Civil Rights and Title IX Compliance, Title IX and ADA Coordinator, Western Washington University, Old Main 345 (MS 9021), 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); crtc@wwu.edu WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact Human Resources Disability Services, 360.650.3303 or 711 (Washington Relay). Annual Security and Fire Safety Report: This report is provided pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("The Clery Act"). It includes statistics for the previous three calendar years concerning reported crimes that occurred on Western's campus; in certain off-campus buildings or property owned or controlled by Western; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report in printed or alternate formats by contacting the Office of the Vice President for Enrollment and Student Services at vpsa.office@wwu.edu. The report can be found at: Annual Security and Fire Safety Report. All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires which includes a sexual

misconduct background check. Application Link: <https://hr.wvu.edu/careers-staff?job=500150> Contact:  
Western Washington University Human Resources Voice: (360) 650-3774 Fax: (360) 650-2810

General: [HR@wwu.edu](mailto:HR@wwu.edu)