AUBURN
Human Resources

# Counselor I, Career
Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AE04A |
| Job Description Title | Counselor I, Career |
| Pay Grade | SR07 |
| Range Minimum | $41,590 |
| 33rd % | $48,530 |
| Range Midpoint | $51,990 |
| 67th % | $55,460 |
| Range Maximum | $62,390 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Career Strategies |

## JOB SUMMARY

Advises and counsels students and alumni concerning career choices, employment opportunities, and part-time job opportunities.

## RESPONSIBILITIES

- Provides individual and group career counseling to include (but not limited to) career development, career choice, workplace transition, and career development issues.
- Plans, develops, and/or presents informational programs related to issues such as career development, career choice, academic plans, workplace transition, and job search skill development.
- Documents, reports on, and/or maintains records and evaluation information from counseling/program sessions.
- May coordinate internships for students with interested companies and corporations and maintain career recourse information.
- May train students as peer career counselors.
- Assists in the design and implementation of procedures.
- May serve as liaison between students and employers, persuade employers to recruit student and campus graduates and encourage students to research companies and practice interviewing skills.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | Degree in Education, Counseling, or related field | and | 0 years of | Experience in providing career counseling and planning services | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | X | | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |