Position Title: CAREER COUNSELOR  
(Student Services Professional II – 10/12 pay plan)

Recruitment #: #2209

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $3,935 - $5,595 per month (12 month pay plan – initial appointment through June, 2018)  
$3,279 - $4,663 per month (10/12 pay plan - effective July, 2018 with January, 2019 & June, 2019 off)  
Exempt

Department: Center for Community Education & Community Engagement (CECE)

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: November 2, 2017

Closing Date: November 16, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at:  
  http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

This is a 10/12 pay-plan designated position. Employees appointed on this 10/12 pay-plan position work 10 months of the year and receive the months of June and January off. Employees are paid an amount equal to 10 months' salary over a period of twelve months. This position will be on the 12 month pay plan at the rate indicated above until June 2018 and will then convert to the 10/12 pay-plan. Incumbent will work through June, 2018; the first full months off will be January 2019 and June 2019.

DUTIES: Under the general supervision of the Director, the Career Counselor will provide career education support by working directly with students. Specific duties include, but are not limited to the following:

- Provide individual career counseling to undergraduate and graduate students, as well as alumni;
• Work closely with academic departments, campus programs, and employers in capacities related to career preparation.
• Conduct resume, cover letter, and graduate school application reviews in one-on-one, group, electronic, and video formats;
• Conduct workshops, class presentations, and seminars related to career development and major selection;
• Utilize CECE’s career management system (Handshake) and other tools to assist students with all facets of career development;
• Guide students in the job search process, including assistance with interview preparation and mock interviews
• Assist students with developing life-long career management goals;
• Apply assessment results when counseling students in major selection and establishing career goals
• Serve as liaison to academic departments and campus programs;
• Assist with outreach and marketing to students, campus community, employers, and community partners;
• Coordinate and update CECE’s printed materials;
• Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education & Experience:
• Bachelor’s degree from an accredited four-year university and a minimum of 2 years of professional experience working with students in student services;
• A master’s degree can be substituted for 1 year of professional experience;
• Excellent interpersonal and communication skills (both written and verbal);

Skills, Knowledge, & Abilities:
• Ability to speak publicly, particularly within classroom settings;
• Skilled in the use of personal computers and competence in using computer software such as word processing, spreadsheets, databases, and presentation software;
• Ability to maintain student information in a confidential manner and apply independent judgment and discretion in performing job duties;
• Knowledge of career development;
• Excellent customer service orientation and demonstrated experience working with diverse populations;
• Ability to establish and maintain effective working relationships with students, faculty, staff, parents, administration, alumni, employers, and visitors;
• Ability to demonstrate initiative and resourcefulness in planning work assignments, planning special events, and in implementing long-range program improvements;
• Demonstrated skill in investigating and analyzing complex problems;
• Demonstrated skill in data collection, analysis, and developing recommendations.

PREFERRED QUALIFICATIONS:
• Bilingual communication abilities in Spanish and English.
• Skills and experience in marketing and outreach.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card.
California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

**APPLICATION PROCEDURE:** Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.