Career Advising (75%)

A. Provide career advising on an individual basis to admitted undergraduate students, Certificate students, Master students and alumni to help advance their professional and career development outcomes. 1

B. Advise students on self-assessment, career and major exploration, resume and cover letter development, networking skills, interviewing and full-time and internship job search strategies. 1, 3

C. Conduct mock interviews with students. 1, 3

D. Advise students on the use of virtual recruiting technologies. 1

E. Coach students as they move through the career development and decision-making process; help students set actionable goals and provide them with connections, tools, industry knowledge and resources. 1

F. Collaborate with colleagues to plan, market and facilitate group advising sessions. Not Mapped

G. Build relationships with key employers to provide relevant, in-depth information about career paths, the recruitment process and existing career opportunities. 2

Program Development (20%)

H. Coordinate employer mock interview program each semester, which includes employer outreach and student promotion. 2

I. Plan, promote and present career workshops to small and large groups on a variety of career topics. 4

J. Participate in the design and delivery of the required career and leadership course. 4

K. Consult on the development of career content. 4

L. Co-instruct, facilitate and grade project for two sections of the course. 4

M. Coordinate the student career and internship outcomes collection process in partnership with colleagues; partner with Data and Operations Analyst to interpret and publish data annually. Not Mapped

N. Collaborate with advisors on career content for a diverse array of programming targeted toward pre-college and prospective college students. 4

Other (5%)

O. Serve on Wisconsin committees; collaborate to plan program-wide projects and events. Not Mapped

P. Represent the Wisconsin program and BBA Career Services on campus and in our community. Not Mapped

Typical Responsibilities for Career Services Counselor

1. Provide career counseling including administering self-assessments, goal setting and planning, and providing one-on-one counseling (40%)

2. Foster relationships with employers and alumni to cultivate meaningful career outcome opportunities (20%)

3. Assist students in obtaining internships, employment, or advanced education by helping with resume preparation, interviewing skills, and graduate and professional school applications (20%)

4. Participate in the design and delivery of career and leadership courses and programming for prospective students (20%)
The following are the tasks from the current job description did not map to the new job description.

F. Collaborate with colleagues to plan, market and facilitate group advising sessions.
M. Coordinate the student career and internship outcomes collection process in partnership with colleagues; partner with Data and Operations Analyst to interpret and publish data annually.
O. Serve on Wisconsin committees; collaborate to plan program-wide projects and events.
P. Represent the Wisconsin program and BBA Career Services on campus and in our community.

When reviewing your job description, you will need to consider what tasks your position is responsible for completing that are not represented in the job responsibilities. Remember, that you are reviewing the tasks of the position and not the tasks that are completed by the person currently in the position. Consider and discuss the following questions regarding the tasks that were not mapped.

1. Decide if the task statement is important enough to include on the new description. The task typically should take at least 10% of the total time to be included in the job description.

2. If the task statement is significant to a specific position, the manager and employee may add it by using the Additional Responsibility section in JD Expert. This allows for unique descriptions that reflect individual positions. What are some responsibilities you have that are unique to your position?

3. It may be possible to combine a few non-mapped task statements into a new responsibility. For example, if there are several statements about serving on specific named committees, they could be combined into one Additional Responsibility like “Represents the unit by serving on committees and at meetings”. Can any of the additional tasks above be grouped into one responsibility?

4. Just because a task is not specifically identified on a job description does not mean it doesn’t fall within the scope of a particular job. What are other ways that specific tasks may be communicated? (example: daily task list, etc.)