



ENROLLMENT MANAGEMENT & STUDENT SERVICES
CAREER DEVELOPMENT SERVICES

TITLE: Career Development Counselor

DUTIES: Responsible for providing traditional and non-traditional students and alumni career-based guidance and support for job exploration, professional skills development, and access to resources for continued studies, as well as assisting in the development and facilitation of career-based programming. Builds internal engagement of students, alumni, faculty and staff and is responsible for managing tools and technologies in support of that engagement. Manages the College's Work-study, Pre-Co-op and Co-op programs. Assists with the development and implementation of CDS experiential and online programs and events, as well as manages the College's online job board, Handshake.

REQUIRED: Master's Degree or equivalent with a minimum of three (3) years' experience in a related field, i.e. Counseling, Human Resources, Staffing, Career Services, or Career Coaching. Demonstrated ability to coach and guide students at varying career levels is a plus while maintaining a high level of confidentiality with all aspects of the job. Personal skills should include strong customer service delivery, interpersonal skills, creativity, and problem solving. Demonstrated ability to organize efficiently with meticulous attention to details as well as project and time management skills that enable the accomplishment of many tasks on a concurrent basis. Strong ability to manage multiple administrative projects while concurrently being responsible for a career counseling load of students and alumni. Demonstrated ability to present workshop content and facilitate large meetings. Proficiency in Windows operating environment; Strong proficiency using Word, Excel, and PowerPoint along with other Microsoft Office Suite technologies, database management and use of the applications, and researching via the Internet and web-based electronic resources as well as knowledge of Salesforce or comparable platform, and the ability to learn and use other current applications, as needed. Interest and skill in using technology to deliver on campus and online career-based offerings and develop innovative ways of exceeding customer needs.

STATUS: Regular Full-Time/Exempt

HOURS: Day, evening, and weekend responsibilities, as required. Typically, 8:30am – 5:00pm three (3) days per week and 11:00am – 7:00pm two (2) days per week.

REPORTS TO: Director, Career Development Services

POSTED: January 23, 2019. Internal candidates must post for the position within 10 calendar days from the date posted.

APPLY TO: Please submit a letter of interest with your salary expectations, as well as a current resume to: Human Resources Department, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; email to JobsAtPeirce@peirce.edu; or fax to: 215.670.9069. We strongly encourage materials be submitted via email. We will contact only those candidates who best meet our requirements.

*Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity and enhancing diversity and inclusiveness in all employment decisions, policies, and practices.*

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person's age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).