Career Educators are an essential part of an energetic and collaborative team responsible for providing a broad range of services and programs including personalized career coaching/advising, online resources, educational workshops and presentations, implementation of marketing strategies, and large-scale events for the university’s diverse student and alumni populations. Career Services is seeking to fill one position that will serve as a liaison to the university’s College of Business to work collaboratively with faculty, staff, and students that make up the supported college’s multiple undergraduate and graduate programs. The Career Educator delivers direct services to students and alumni in the search for jobs, internships, graduate school admission, and other professional opportunities.

**JOB DUTIES**

- Provide career support to, and draw information from, the College of Business, working collaboratively with faculty and staff to improve career readiness and professional opportunities for students and alumni
- Provide individual career coaching/support to students/alumni, assisting with career exploration as well as the development and execution of internship/job search strategies
- Develop and deliver career and professional development workshops across campus, in-person and virtually (e.g., classroom, student organization, residence hall presentations)
- Review and critique student/alumni resumes, cover letters and other application documentation
- Assist with coordination of virtual and in-person job fairs and other career-focused events hosted by Career Services and/or the College of Business
- Create and distribute regular and timely communications to students and alumni using various tools and platforms
- Contact and engage with prospective and current employer partners to market relevant department services and programs, with special emphasis on experiential learning activities and full-time job opportunities
- Help track and assess area performance
- Participate in professional development opportunities and serve on university teams and committees as requested
- Perform other duties as assigned

**MONTHLY SALARY:**

$3,750.00

**BENEFITS:**

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite

For more information click [here](#)
ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

FOR INFORMATION ON APPLYING, PLEASE VISIT JOBS.HR.TXSTATE.EDU

CAREER SERVICES

CAREER EDUCATOR

REQUIRED QUALIFICATIONS

- Bachelor’s degree
- Evidence of direct customer service experience, and strong written and oral communication skills, including presentation delivery appropriate for small and large audiences
- Direct experience in the planning and implementation of programs and projects
- Demonstrated ability to maintain focus while meeting deadlines in a fast-paced, multi-tasking environment
- Demonstrated proficiency of business software applications such as Microsoft Word, Excel, and PowerPoint

PREFERRED QUALIFICATIONS

- For the College of Business Career Educator position, a bachelor’s degree in business, such as Accounting, Computer Information Systems, Economics, Finance, Marketing, Management, or a related field
- Master’s degree in business, counseling, higher education, communication, human resources, business administration, or related field
- Knowledge of career theory and practice including career exploration and assessment, informational interviewing, experiential learning/internships, resume and cover letter writing, job interviewing, job search strategies, and preparing for graduate or professional school
- Experience providing career advising/coaching in one-on-one or group environments

ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.