

# CAREER SERVICES

## CAREER EDUCATOR

### COLLEGE OF APPLIED ARTS

#### POSITION OVERVIEW

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 a position who will serve as a liaison to the university's College of Applied Arts. This person will 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.

#### PRIMARY RESPONSIBILITIES

- Provide career support to, and draw information from the College of Applied Arts, 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 Applied Arts
- 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:** \$3,916

#### 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](#)

**FOR INFORMATION ON APPLYING, VISIT**  
[JOBS.HR.TXSTATE.EDU/POSTINGS/49351](https://jobs.hr.txstate.edu/postings/49351)

# CAREER SERVICES

## CAREER EDUCATOR

### COLLEGE OF APPLIED ARTS

#### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Evidence of engaging 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 Applied Arts Career Educator position, a bachelor's degree in Applied Arts, such as Family & Consumer Sciences, Criminal Justice and Criminology, Agricultural Sciences, Social Work is preferred
- Master's degree in 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 TEXAS STATE CAREER SERVICES

Through innovative programs and comprehensive services, Texas State Career Services assists students and alumni in pursuing and achieving their career potential. Career Services at Texas State is centralized, meaning that we are the central resource for Bobcats of all academic programs to obtain career education and planning. Our office operates on a liaison model in which career center staff are assigned to individual colleges, providing a single point of contact for all students, faculty, and staff within each of the academic colleges. Texas State alumni have access to our services free of charge for life.