

CAREER SERVICES

CAREER EDUCATOR

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, recommending 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 two Career Educator positions. One will serve as the career liaison to the university's College of Liberal Arts and the other will serve as career liaison to the university's College of Business Administration, both working collaboratively with faculty, staff, and students that make up the supported colleges' multiple undergraduate and graduate programs. The Career Educator delivers direct services to students and alumni in search of jobs, internships, graduate school admission, and other professional opportunities.

PRIMARY RESPONSIBILITIES

- Provide career support to, and draw information from, either the College of Liberal Arts or the College of Business Administration, 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 Liberal Arts or the College of Business Administration.
- Create and distribute regular and timely communications to students and alumni using various tools and platforms.
- Engage with prospective and current employer partners to market relevant department services and programs, with 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.



ANNUAL SALARY:

\$47,000

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
[HTTPS://JOBS.HR.TXSTATE.EDU/
POSTINGS/51617](https://jobs.hr.txstate.edu/postings/51617)

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REQUIRED QUALIFICATIONS

- Bachelor's degree.
- 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

- Master's degree or other advanced degree in student affairs/higher education, counseling, 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.