

# CAREER SERVICES

## CAREER COUNSELING COORDINATOR

### POSITION OVERVIEW

The Career Counseling Coordinator is responsible for the recruitment, training, supervision, and evaluation of the department's graduate career counseling interns. This role also provides comprehensive career counseling services to students and alumni, delivers presentations to a variety of audiences, and supports the development and training of peer career advisors.

### PRIMARY RESPONSIBILITIES

- Recruit, train, supervise, and evaluate a team of graduate career counseling interns.
- Provide individualized career exploration and decision-making support to students and alumni using counseling techniques, career assessments, and career planning resources.
- Develop and deliver training and support resources for the department's team of undergraduate peer career advisors.
- Facilitate presentations on career readiness topics to classes, student organizations, and other campus groups.
- Manage the department's online document review drop-off service, including tracking submissions and assigning resumes and cover letters to appropriate staff for review.
- Assist in the execution of career center events, including job, internship, and graduate/professional school fairs.
- Engage in ongoing professional development and community engagement to maintain current knowledge of career services practices and higher education trends.
- Represent the department and division on university committees and workgroups.



### MONTHLY SALARY:

\$4,584 - \$5,000

### 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/57204>

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### REQUIRED QUALIFICATIONS

- Master's or doctoral degree in counseling or a related field.
- Licensure as a Licensed Professional Counselor (LPC) or Licensed Psychologist.
- Experience providing counseling, advising, or related support services.
- Strong written, verbal, and presentation communication skills.

### PREFERRED QUALIFICATIONS

- Experience working in a university/college career services setting.
- Knowledge of career development theory and practice, including career exploration, career assessments, experiential learning/internships, resume and cover letter development, interviewing, job search strategies, and preparation for graduate or professional school.
- Experience recruiting, training, and supervising other professional or paraprofessional counseling staff.
- Experience designing and/or delivering career readiness presentations.



### ABOUT TEXAS STATE CAREER SERVICES

*Texas State Career Services empowers students and alumni to achieve their career goals through innovative programs and personalized support. Serving as the university's central resource for career readiness, the department provides guidance, planning tools, and employer connections for students and alumni of all academic disciplines. Key services include career counseling and education, employer engagement, internship support, and student employment resources. Alumni enjoy lifelong access to Career Services, ensuring continued professional growth beyond graduation.*