

CAREER SERVICES

CAREER EDUCATOR

POSITION OVERVIEW

Career Educators are responsible for providing a broad range of programs and services to the university's students and alumni including personalized career coaching/advising, recommending and assisting with use of online resources, and providing educational workshops and presentations. Career Educators regularly collaborate with faculty and staff, especially within the academic colleges, to support curricular and co-curricular career readiness initiatives.

PRIMARY RESPONSIBILITIES

- Provide career support to, and draw information from, the College of Health Professions, working collaboratively with faculty and staff to improve career readiness and professional opportunities for students and alumni – this position serves as the primary liaison to the College of Health Professions for the advancement of career activities and resources, program development for current students, and works closely with the College of Health Professions Academic Advising Center
- The position may also provide additional career support for some related science areas that fall outside of the College of Health Professions (e.g. biology, biochemistry, etc.).
- 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)
- Assist students with resume preparation, interviewing techniques, and job search strategies
- Review and critique student/alumni resumes, cover letters and other application documentation, and conduct mock interviews with students and alumni
- Develop and implement marketing strategies for outreach purposes
- Assist with coordination of virtual and in-person job fairs and other career-focused events hosted by Career Services, the College of Health Professions or other related departments.
- 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 and assist in conducting assessment activities
- Participate in professional development opportunities and serve on university teams and committees and/or internal Career Services teams/committees as requested
- May indirectly supervise, evaluate, and train student workers or interns
- Assist with on-campus recruiting activities
- Perform other duties as assigned



MONTHLY SALARY:

\$3,916.67

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, CLICK [HERE](#)

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REQUIRED QUALIFICATIONS

- Bachelor's degree
- Evidence of engaging customer service experience
- 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 proficiency of business software applications such as Microsoft Word, Excel, and PowerPoint

PREFERRED QUALIFICATIONS

- Bachelor's degree in health professions or related fields, which could include majors related to health and human performance, physical therapy, biology, biochemistry, and health administration
- Master's or other advanced degree in education, counseling, higher education, communication, human resources, or related field
- Demonstrated ability to maintain focus while meeting deadlines in a fast-paced, multi-tasking environment
- Knowledge of career theory and practice including career exploration and assessment, informational interviewing, experiential learning/internships, resume/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
- Prior employment with a college or university in a student advisory role



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.