ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Career Counselor/Graduate School Specialist

DEPARTMENT: Career Services
Lincoln Center and Rose Hill

RESPONSIBILITIES:
Counseling:
Implement the mission of Fordham Futures through developing and implementing holistic Career Services, Lincoln Center and Rose Hill.

- Wellness-based Career Development programming for all students, with the purpose of building awareness, preparation, and presentation.
- Provide and coordinate professional development, mentoring, and clinical supervision to career counselors and interns within Career Services.
- Organize, supervise, train, and evaluate graduate counseling interns.
- Research up-to-date best practices and trends in college career counseling and integrate them with the work of Fordham Career Services. Collaborate with Field Supervisors from graduate Mental Health Counseling programs throughout New York City and the supervising psychologist to recruit and select interns for the Counseling Internship Program.
- Integrate Ignatian values such as care for the person, discernment, and seeking magis into the Career Counseling program and educate students on professional ethics and etiquette.
- Serve a counseling caseload of both undergraduate and graduate students.

Graduate Student Development:

- Coordinate career services and professional development for Graduate Students in the Graduate School of Education (GSE) and Graduate School of Arts and Sciences (GSAS).
- Collaborate with Deans, Faculty, and Administrators in GSE and GSAS to provide programming and workshops tailored to the specific needs of graduate students in Education and the Arts and Sciences, such as panels, networking and alumni events, and seminars.
- Provide graduate students with information on job and professional development opportunities.
- Organize and plan networking opportunities such as employer panels, workshops, on campus interviews and information sessions for graduate students.
- Visit graduate classes on request from the professor to speak to students about professional development.
- Research trends in Education, Academia, Research, Counseling and Psychology, and alternative and related career paths for professional degree, MA, and PhD graduates.
- Seek out and integrate feedback from students and faculty into planning and programming

QUALIFICATIONS:

- M.A./M.S. in student personnel, counseling, higher education, education administration or related areas preferred.
- Minimum 1 year of experience in higher education, career services, teaching, or another related field required.
- NY State Licensed Mental Health Counselor or Licensed Clinical Social Worker to qualify to provide supervision for graduate interns and staff members pursuing licensure preferred.
- Ability to administer assessment tools such as MBTI in the delivery of counseling preferred
- Familiarity and experience with a student-centered approach to education in the Jesuit tradition preferred.
- Must possess excellent leadership, management, organizational, interpersonal communication, public-speaking, and time-management skills, as well as demonstrated ability to develop rapport with a variety of constituents including students, employers, University administrators and faculty.
- Must be creative, highly motivated and have excellent written and verbal communication skills.
- Must be self-directed and able to handle multiple responsibilities and prioritize projects.
- Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hyoung13@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories