**FACULTY AND STUDENT SERVICES JOB FUNCTION**

### Career Services Family

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<th>Level</th>
<th>Function/Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 56E   | Career Advisor I     | Bachelor’s degree 3+ years applicable experience | • Provides individual counseling and placement to students, including coaching on resumes, cover letters, interviews, recruiting and general job search strategies  
• Designs, markets and delivers workshops and other programs on career development topics  
• Develops resources for use in career management  
• Participates in projects within career services office | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive career services work for a school | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor: Works independently or as part of a team to achieve results. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = \text{exempt, } N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$