# 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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| 57E   | Career Advisor II | Bachelor’s degree Advanced degree preferred 5+ years of career counseling experience Advanced knowledge of the marketplace, job opportunities and degree requirements | • Provides in depth career counseling to individual students and groups  
• Provides program planning and administration for targeted programs  
• Develops new programs and initiatives to further career services for students  
• Participates in departments long-range planning and coordination of programs and events designed to facilitate student career exploration  
• Cultivates employer relationships to promote on-site interviews and foster employment opportunities for students  
• Engages in outreach to develop study, job, internship and volunteer opportunities worldwide  
• Participates in committees around the development of career services for students (e.g. developing internships and/or clerkships)  
• Represents school to international, national, local and university audiences | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced 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 = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion.