



**PASADENA AREA COMMUNITY COLLEGE DISTRICT
invites applications for the position of:**

Professional Expert – Career Advisor

SALARY:	\$23.00 Hourly
DEPARTMENT:	Economic Workforce Development
DIVISION:	Freeman Career Center
OPENING DATE:	08/21/2022
CLOSING DATE:	Open Until Filled
PROBATIONARY PERIOD:	None. At-Will Employment.
WORK SHIFT:	This is a part-time position (18 hours/week)
NUMBER OF OPENINGS:	Two (2)
JOB DESCRIPTION:	

Under the general direction and supervision of the Director of the Freeman Center for Career and Completion, the Career Advisor provides a variety of career services to students that prepares them to successfully embark on and advance their careers. The incumbent will advise students regarding career exploration strategies, job search methods, resume/cover letter preparation, interviewing techniques, internships, and other career related matters. The incumbent works closely with the staff in the career center to achieve departmental goals and increase access to career services.

- Meets with individual students to help them explore their professional identities, engage in professional networking, perform major and career exploration activities, and develop contemporary career readiness competencies
- Designs and facilitates career development workshops and activities
- Conducts quantitative and qualitative assessments through surveys to collect data on students to inform decisions about career programs, workshops, and events
- Assesses and provides appropriate referrals to campus resources and services, such as career, academic and/or personal counseling
- Incorporates student and career development theories and cultural competencies in advising
- Utilizes knowledge of job market trends, including demand for specific skills, abilities, and experiences to advise students
- Collaborates with campus empowerment groups, associated students, student organizations, and safe zones to help increase access to career services
- Attends meetings and professional development/training opportunities
- Researches and stays informed on the latest economic and employment trend data for various career industries, spanning the public, non-profit and private sectors, US domestic and international
- Performs other related duties as assigned or requested

Desired Qualifications:

- Knowledge of counseling, career and/or student development theories and practices
 - Familiarity with career assessments and resources (e.g. Strong Interest Inventory, O*Net, California Career Zones, Occupational Outlook Handbook, etc.)
 - Currently enrolled in a graduate program in college counseling, educational counseling, student development, and/or career counseling
 - Some professional experience in career services in a higher education setting
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Application Documents: Resume and Unofficial Transcripts (required) | Cover Letter (optional)

Email application documents and any questions to Jacqueline Javier at jjavier6@pasadena.edu