

Position: Career Counselor, Lerner Career Services Center (part-time)

Department: University of Delaware Lerner Career Services Center, Lerner College of Business & Economics

The Lerner Career Services is seeking a part-time Career Counselor to work with the undergraduate and graduate business student population. This person would report to the Assistant Director of the Lerner Career Services Center. Responsibilities would include:

MAJOR RESPONSIBILITIES:

- Counsel undergraduate and graduate students and alumni regarding career decision-making, assessment and the graduate school process. Work with students and alumni in developing and enhancing professional skills related to the internship and job search processes, including resume writing, interviewing and networking.
- Provide assistance to students applying to the Graduate Internship and Grad Works Programs including resume and interview preparation.
- Help organize and participate in networking and career development events for students.
- Present career related workshops including job/internship search strategies, interviewing, resume writing and networking.

QUALIFICATIONS:

- Bachelor's degree and three years' related experience, or equivalent combination of education and/or experience. Master's degree and one year counseling experience strongly preferred.
- Strong organization skills and attention to detail.
- Proven ability to manage and prioritize many projects and tasks simultaneously.
- Familiarity with business disciplines in a higher education setting is desirable.
- Experience working in business settings and/or recruitment helpful
- Effective interpersonal and communication skills.
- Ability to work with a wide range of constituents in a diverse community.
- Ability to internally and externally collaborate with faculty, staff and administrators.
- Effective presentation and group facilitation skills.

HOURS AND PAY

- The candidate must be available to work 4-5 days per week, up to 30 hours per week.
- Hourly rate is \$27/hour

APPLICATION: Please submit your resume and a short cover letter to Jill Gugino Pante, Director of Lerner Career Services at jgugino@udel.edu.