



STAFF JOB DESCRIPTION

Position Title: Career/Academic Advisor **Position #:** 200-32-025
Band: 5 **CUPA Code:**
Division: 200 **FLSA Status:**
Department: College of Business **Full Time** ()
Created: **Part Time** (**X**) **Part time A**
Revised: 8/29/18

I. SUMMARY OF POSITION

Loyola University New Orleans College of Business seeks a career coach/academic counselor for its Business Portfolio Career Development Program (Portfolio), a four-year student-centered professional development program required for undergraduate business students. The program has a 97% satisfaction rate with our graduating seniors and is entering its 10th year. The College of Business offers seven business majors and has over 400 undergraduates enrolled on campus with additional students pursuing our new online management degree. This position will work closely with the Portfolio Director and staff, as well as collaborate with College of Business faculty and staff and Loyola's Career Development Center. This is a full-time, ten-month, professional staff position with 12 months of benefit coverage, available immediately.

II. ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Portfolio Career Program/CoB Marketing

Assignments received from: Director, Portfolio Career Program/CoB Marketing

Interacts with: Students, Staff, Faculty, Community members

Nature of supervision received: Direct, Specific & Routine supervision

Individual(s) or groups supervised: Students

III. DUTIES AND RESPONSIBILITIES

A. Essential Functions

- Assisting students in all aspects of career development starting with individual career exploration and decision-making processes;
- Providing daily one-on-one student engagement including freshmen-level academic advising and career development skills (for example, resume

writing and editing, conducting mock interviews, assistance with internship resources, career assessment outcomes)

- Teaching students effective job search, professional communication, personal branding, and networking skills
- Developing and presenting workshops and materials related to career topics
- Planning and implementing networking events
- Implementing job search programming for seniors
- Developing and maintaining employer relationships
- Working with faculty, staff, alumni, and friends of the College of Business to promote opportunities for students
- Assessing Portfolio program and tracking program participation and employment outcomes

B. Additional Responsibilities:

- Other Duties as assigned

IV. QUALIFICATIONS

A. Required Education, Experience, Skills and Abilities:

- Master's degree in Student Personnel, Higher Education strongly preferred; Counseling, Business, or Related Field considered (with career/student development experience)
- Demonstrated experience in career coaching/academic advising, event programming, and workshop delivery
- Excellent oral/presentation and written communication skills
- Minimum three years' experience in higher education or closely-related field preferred
- Use of social media as a career development tool helpful
- Skilled use in Linked In, Career Shift and other job resources preferred
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B. Preferred Qualifications:

V. PHYSICAL REQUIREMENTS:

- Ability to perform the essential functions of the position with or without reasonable accommodations.