



**Job Specification**

**Job Title: Career Counselor**  
**BCAT Code: 410X AG**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

---

**General Description**

Provides career assessment, decision-making skills, job search skills, and long-term career management skills for students.

**Examples of Duties**

- Counsels students on job search approaches and outcomes.
- Plans career management programs for students or groups of students.
- Conducts career orientations, job search workshops, self-assessment workshops, and career change workshops.
- Prepares information to assist students with career management and job search skills.
- Serves as a career liaison to students or groups of students of at least one college at GSU.
- Assists with conducting career fairs and counseling.
- Provides follow-up career services for requesting students or groups of students.
- Performs other career-counseling related duties as assigned.

**Knowledge, Skills, and Abilities**

- NCC or Career Facilitator designation preferred.
- Knowledge of computer software (spreadsheets, computer graphics, word processors, and databases).
- Knowledge and experience with counseling and career development methods and techniques.
- Ability to multi-task and pay attention to detail.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Master's degree and two years of related experience, or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*