

Position: ACAP CAREER Counselor

Company: SERO

Location: Clovis, NM

Start Date: ASAP

Employee Term: Regular

Employment Type: Full Time

Education Requirement: Graduate Degree

Required Experience: Open

Required Security Clearance: None

Related Categories: Social Services/Community, Defense/Military/Intelligence Analysis

To Apply: <http://www.newmexicjobnetwork.com/j/t-ACAP-Career-Counselor-I-Albuquerque-NM-NC50177171-e-Serco-I-Clovis,-NM-jobs-j2995982.html>

Position Description

Company:

Serco Inc. is a leading provider of professional, technology and management services focused on the federal government. We advise, design, integrate and deliver solutions that transform how clients achieve their missions. Our customer-first approach, robust portfolio of services and global experience enable us to respond with solutions that achieve outcomes with value. Headquartered in Reston, VA, Serco Inc. has approximately 9,000 employees with an annual revenue of \$1.5 billion and is part of a \$6.6 billion global business that helps transform government and public services around the world. Serco recognizes that our employees are our most valuable asset. Our successes directly relate to our employees. At Serco, we listen, respect and support our employees and through continuous training, development and information-sharing, we advance talent internally, enhancing career growth and progression which enables not only our employees to excel but enables our customers to excel as well. Our employees personally can make a difference. It is not just a job at Serco; at Serco, we offer career opportunities. We invite you to become part of our dynamic team. Serco is an equal opportunity/affirmative action employer committed to diversifying its workforce (M/F/D/V).

Functional Area:

Personnel & Social Services

Department:

The Defense Personnel Services Business Unit has approximately 2000 employees and operates at hundreds of locations across the United States and overseas in Korea, Japan, Italy, and Germany. We provide personnel services to military personnel, military families, and civilians working for the military. Our capabilities address a wide range of managed services, as well as the complete military lifecycle which includes recruitment, to active duty through retirement.

Job Description:

We have an opportunity for an ACAP Counselor to provide direct ACAP services to transitioning military personnel, Army civilians, and their family members. Services include the conduct of automated and manual pre-separation briefings, delivery of job assistance training in group or individual settings, conduct of individual counseling sessions, and other job assistance activities such as resume critiques and mock interviews. Assists

clients in the use of the ACAP XXI automated system. Supports ACAP Center marketing initiatives by briefing installation leaders and managers. Tracks the progress of clients and motivates clients to increase their utilization of ACAP Center services. May manage supplies or assume responsibility for a major activity such as job fairs, employer days, or the conduct of a classroom event.

Required Skills and Experience:

Position requires a master's degree and 0-3 years of experience in the field or in a related area. Individual must be familiar with standard concepts, practices, and procedures within the field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision or independently and typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

This position is specifically designed to assist National Guard or Reserve Service Members and their families. May require travel of up to 20%. Current or former member of the National Guard or Reserve is a plus.

Candidate must be able to obtain a NACI Clearance.