NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Posting Date: December 18, 2014
Deadline Date: Position is open until filled. Review of applications will begin on January 12, 2015.

Position: Career Advisor

Department: Career Services Center
Salary Grade: (13) – $35,000 - $41,000

Reports to: Career Services Director

SUMMARY: This position is responsible for providing comprehensive services and information resources to enable and prepare students and recent alumni to take active responsibility for their career planning to find suitable employment by enhancing their job search skills. This position will provide services such as career exploration/guidance, job search strategies, résumé writing, interview preparation, internships, career opportunities, workshops, and career fairs.

DUTIES & RESPONSIBILITIES:

- Provide individual and group advising to students regarding career planning, job search skills, résumé writing, job application/essay assistance, employment interviewing strategies, and identifying appropriate internships and career opportunities;
- Acquire, maintain, and disseminate information to students regarding career fields, employment opportunities and specific employers for internships, full-time, part-time, and summer jobs;
- Serve as the primary advisor for reviewing and critiquing students’ résumés and developing mock interviewing programs using online (OptimalResume) and traditional methods;
- Develop, plan, and present creative initiatives and special projects related to career planning utilizing effective career materials. Publicize events/activities through presentations, mailings, flyers, newsletters, and brochures;
- Develop and conduct workshops, panel discussions, seminars, and class presentations on topics related to the career development and job search process;
- Plan, schedule and conduct career services outreach activities to classes, campus clubs and organizations. Effectively represent the Career Services Center to groups such as faculty, media, student government, employers and the general public. Develop and maintain excellent working relationships with faculty;
- Develop/maintain working knowledge of career-related resources software and technologies. Assist students with online career resources and integrate technology into workshops and class presentations.
- Keep abreast future labor market trends, employment regulations, occupational information, and effective job search strategies;
- Assist the Director with employer relations efforts to identify and recruit major-specific employers for each college/department;
- Assist in planning and organizing the career fairs and employer information sessions each semester;
- Compile and maintain records on student counseling sessions, career activities, and presentations;
- Share in the supervision and training of student employees;
- Participate in related professional organizations;
- Maintain regular attendance;
- Perform other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- EDUCATION: Bachelor’s degree in any field.
- EXPERIENCE: One (1) year of work experience in any of the following areas: professional/technical writing, employee training/recruiting, employment/job search coaching, career guidance/exploration, student advisement, guidance & counseling, education/teaching, social services, marketing, customer service, or related fields.
  - Preferred: Master’s degree in English, human resources, business, education, counseling, behavioral/social sciences, or a related field; Excellent writing, proofreading/editing, and public speaking skills.

SPECIAL REQUIREMENTS
Must be willing to work irregular hours in the evenings/weekends. Some travel required.
KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in writing, proof-reading and editing with proficiency of the English language, including grammar rules for proper sentence structure, syntax, spelling, and punctuation;
- Skill in public speaking to small and large groups, targeted to the needs of the audience including students, employers, faculty, and staff. Conduct workshops, class presentations and online training/webinars;
- Knowledge of effective teaching methods for individuals and groups and the measurement of training/learning effects;
- Skill in using LinkedIn, Facebook and other social media platforms as effective job search tools/strategies;
- Skill in using Optimal Resume, Goinglobal, career guidance software, internet search, MS Word, Excel, PowerPoint, Publisher, desktop publishing applications;
- Ability to develop and implement effective marketing strategies for promoting and increasing student participation;
- Ability for attention-to-detail, strong organization, research, planning problem-solving and analytical skills required to effectively assess program and student learning goals;
- Knowledge of the career development theories/process, career exploration, internships and experiential education,
- Knowledge of effective résumé writing, interviewing preparation, and job search strategies;
- Knowledge of legal and ethical principles related to internships, employment recruiting, and career services;
- Ability to develop and foster strong professional relationships with faculty, campus departments, and employers;
- Ability to work independently and as a team member to establish priorities and follow through on assigned tasks;
- Ability to manage multiple tasks in a changing environment that is team driven, fast-paced, and innovative;
- Knowledge and experience in using similar resources on the NMHU Career Services Center website;
- Skill with event planning and promotion, and organizing logistics/resources;
- Ability to type 50+ words per minute.

PHYSICAL DEMANDS:

- Prolonged use of computer and keyboard entry.
- Must occasionally lift and/or move up to 25 pounds.
- Sitting for extended periods of time.
- Ability to move about campus to interact with the campus community.

WORK ENVIRONMENT:

- Work is performed in an office/classroom setting.
- Work with frequent interruptions, under pressure in a fast-paced environment.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of interest which specifically details how your qualifications meet the knowledge, skills, and abilities for this position, 2) targeted Résumé for the position, 3) University employment application, 4) unofficial copies of college transcripts, 5) Name/address/phone numbers of 3 current professional/supervisor references. Only complete applications will be reviewed.

University Employment Application (PDF) and job description is available at www.nmhu.edu/jobs

References will be contacted in conjunction with on-campus interviews and official transcripts must be submitted upon acceptance of the on-campus interview.

Submit materials to:

New Mexico Highlands University
Human Resources
Career Services Advisor Search
Box 9000
Las Vegas, NM 87701

Email applications will be accepted: jobs@nmhu.edu

For disabled access or services, call (505) 454-3242 or jobs@nmhu.edu

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