



JOB INFORMATION

<i>Job Code:</i>	137709
<i>Job Title:</i>	Career Services Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Career Services
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as key contact for the delivery of specialized career services to students and alumni including but not limited to international students and those seeking employment with highly competitive employers or in emerging fields. Leverages extensive work experience to assist clients in navigating industry specific career paths and recruiting processes. Responsible for brand enhancement relevant to regional and global employer engagement opportunities in advanced fields. Collaborates with career services leadership, fellow advisors, and relevant stakeholders to identify areas for service enhancements.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		4 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in counseling, higher education, human resources, or related field.
X		Four years' counseling and human resources experience in a corporate or higher education environment, or similar industry.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Leadership and guidance skills with a proven ability to manage, balance, and prioritize different tasks and projects.
X		In-depth knowledge of federal immigration regulations, interpreting and providing guidance as to their relevance to international students.
X		Advanced knowledge of employer recruiting strategies, job market trends, and occupational, career, and employment information sources.
X		Superior level of professionalism, exceptional attention to detail, and exemplary written and oral communication, presentation, and public-speaking skills.
X		Demonstrated experience interacting with diverse groups, exercising diplomacy, good judgment, and discretion.
	X	Master's degree in business administration, counseling, higher education, human resources, or related field. Seven or more years' experience in career services, human resources, recruiting, or related field, working with high potential, mid-career managers, focused on supporting individual career development goal setting.
	X	Working knowledge of California and multi-state employment law.
	X	Experience working with international students, faculty, and/or staff in higher education, and familiarity with academic medical center environments.
	X	Demonstrated ability to adapt in rapidly changing environments.
	X	In-depth knowledge of business and business-related careers.
	X	Knowledge and/or understanding of employment issues affecting various groups (e.g., gender wage gaps, LGBTQIA discrimination, ageism).
	X	Fluency in Spanish, American Sign Language (ASL), and other languages in addition to English.
	X	Experience working with government agencies concerning immigration.
	X	Demonstrated experience with office management communication software and tools (e.g., Google suite, Slack, Skype) and social media management. Proficient with Microsoft Office and or Adobe Creative software.
	X	Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Helps students and alumni navigate industry specific career paths and recruiting processes, utilizing client tracking/case management software. Conducts complex career assessments, gathers informational resources, performs job searches, and assists with identifying and evaluating career path options.				
Utilizes varied career counseling and coaching approaches (e.g., mentoring, training, remote consulting) to navigate industry specific career paths and maximize desirable employment outcomes for students/alumni of highly specialized degree programs. Gathers and disseminates marketplace intelligence for varied career fields to relevant stakeholders (e.g., updates to best practices, technical requirements).				
Proactively identifies, builds, and maintains strategic relationships with local, regional, national, and international employers and organizations. Encourages and facilitates recruitment for employment and/or internships. Stays current with recruiting, labor-market, and emerging technology trends, helping students and alumni identify value propositions for personal brands and promotion strategies.				
Assists the development of short- and long-term strategic plans for career services. Collaborates with leadership, fellow advisors and relevant stakeholders to identify areas for service improvement. Responsible for brand enhancement relevant to global employer engagement opportunities. Attends interdepartmental and central university meetings, and participates in professional organizations and conferences, representing career services.				
Leads the administration and coordination of varied projects, providing quality control, and assists the development and implementation of project goals and strategies. Conceptualizes, plans, and executes professional development opportunities (e.g., job fairs, career workshops, lectures). Manages student/alumni outreach, maintaining awareness of engagement opportunities.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.