Career Counselor - HigherEdJobs

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BOISE STATE UNIVERSITY

Career Counselor

Boise State University

Job no: 499354
Work type: Non-Classified/Professional
Location: Boise, ID
Categories: Student Affairs & Enrollment Management

Do you have graduate-level training in counseling and a passion for student career development? Join the Boise State Career Services team and make a difference in students' lives.

Job Summary/Basic Function:
Boise State Career Services is seeking an individual with a master's degree in counseling and genuine interest in career counseling to join our team. Please carefully review the Important Application Instructions section toward the bottom of this job announcement before applying.

Our career counselors work with students of every major and every year in school, providing assistance with career exploration, career planning, and job search (including for part-time, internship, and career positions). They also work with faculty and staff across campus to embed career readiness education into the Boise State student experience. This position is different from career coaching or career advising roles, and requires strong counseling skills and knowledge of career counseling theories and practices, along with knowledge of job market trends, hiring practices, and job search strategies.

This position is not eligible for visa sponsorship.

About Boise State Career Services:

Career Services is a high-performing team whose mission is student success. We build relationships with and on behalf of students to help them succeed Beyond Boise State.

We provide career support to all current students and alumni, with a focus on helping students explore, gain experience, and articulate their story. Our office encompasses three major functions: career development, experiential learning, and employer relations. We work closely with campus partners to achieve the goals in Boise State University's strategic plan - Blueprint for Success - which includes integrating career education and experiential learning opportunities into the curriculum and the student experience to improve career readiness and post-graduation outcomes. We strive to help students from the moment they step on campus, all the way to graduation and beyond.

Essential Functions:

Career Counseling and Job Search Advising (70% of your time)

- Provide individual career counseling and job search advising in one-on-one appointments.
- Administer and interpret formal and informal career assessments to help students learn about themselves, establish criteria for an ideal career, and explore career paths and educational options.
- Utilize counseling skills to help students increase self-knowledge, build motivation, use effective decision-making processes, navigate barriers, and establish and achieve goals.
- Guide students in conducting research on career paths of interest using both online resources and informational interviews. Assist students with identifying professionals and coach them in preparation for informational interviews and other networking opportunities.
- Help students develop individualized career preparation plans.
- Promote internships and other experiential learning opportunities and help students seek out and apply to opportunities.

- Advise, teach, and prepare students and alumni individually and/or in workshops on job search strategies, employer research, networking, personal branding, resumes, cover letters, AI use, interview skills, graduate school research and application, and evaluation of job offers.
- Help students reflect on the experiences they've had throughout college, identify their skills and competencies, and develop the ability to effectively articulate these skills and experiences to employers and/or grad schools.
- Ensure accurate data entry and reporting of all activity into the appropriate systems, including counseling notes and outreach activity.

Career Development Liaison (20% of your time)

- Serve as a liaison to a designated college and/or campus organization. Build strong relationships with the faculty/staff in that area to promote collaboration on career-readiness initiatives.
- Conduct frequent outreach and share information about events, opportunities, and resources relevant to their students.
- Provide classroom and non-classroom presentations on career-related topics.

Group Facilitation (10% of your time)

- Create and deliver presentations and workshops to classes and student groups on a variety of career-related topics. This may also include teaching college level classes on career development or job search strategies as needed.
- Plan and facilitate career programs and activities in collaboration with campus partners.
- Represent Career Services at tabling events, promoting and sharing information about our services and resources.

Knowledge, Skills, Abilities:

- Knowledge of career development and student development theories and practices
- Counseling - In-depth knowledge, skills, and experience related to providing individual, multi-person, and group counseling; humility, empathy, advanced listening skills, problem solving, a wide repertoire of intervention strategies, knowledge of ethical principles, mastery of personal and interpersonal dynamics, professional judgement, and assessment skills
- Knowledge of employer recruiting strategies and policies, human resources, job market trends, and occupational, career, and employment information sources
- Strong writing, presentation, public speaking, and interpersonal skills
- Experience working with and relating to the college student population
- Demonstrated ability to build partnerships across a university campus
- Highly self-motivated and able to work well both independently and in teams
- Ability to problem solve and show initiative

- Ability to conduct business with attention to ethical considerations, university policies and procedures, employment law, and accreditation guidelines
- Excellent customer service skills

Minimum Qualifications:
Bachelor's degree or equivalent plus 2 years experience.

Preferred Qualifications:

- Strong preference for candidates with a master's degree in counseling or career counseling, or closely related degree with graduate-level coursework in counseling
- At least 1 year of experience in career counseling or related career development work

Salary and Benefits: $55,000 annually. Boise State University provides a best-in-class benefits package, including (but not limited to):

- 12 paid holidays AND the University is closed between Christmas and New Year's (requires use of 3 vacation days)
- Between 12-24 annual paid vacation days for full-time Professional and Classified staff depending on position type and years of service
- 10.76% University contribution to your ORP retirement fund (Professional and Faculty employees)
- 11.96% University contribution to your PERSI retirement fund (Classified employees)
- Excellent medical, dental and other health-related insurance coverages
- Tuition fee waiver benefits for employees, spouses and their dependents
- See our full benefits page for more information!

Important Application Instructions: Please read these instructions carefully before preparing your application materials.

This job involves teaching students how to write effective resumes and cover letters that are targeted to the specific positions they're applying to. Your application materials will be used to evaluate your knowledge in this area. If you need guidance, you are welcome to use the online resources on the Career Services website. Please note - to help us better understand your qualifications, we strongly advise against having AI write your materials for you.

Submit the following documents with your application:

- **Resume:** The resume you submit should directly address your ability to perform each of the responsibilities in the above job description.
- **Cover letter:** Rather than addressing the cover letter prompt on the application, please write a cover letter that explains why you are interested in career counseling. For fun, and to show you read these instructions, include the phrase "Buster Bronco says prepare for what's next Beyond Boise State" in BLUE text somewhere in your letter.

This position will be open until filled, with initial application review to begin November 17, 2025.

About Us:

Nestled along the Boise River and steps from the state capitol, Boise State University fosters a vibrant and welcoming academic environment that fuels student and employee success. We're a trailblazing institution, nationally recognized for our innovative spirit and commitment to positive impact on Idaho and beyond.

Boise State is proud to be recognized by Forbes as the only Idaho employer listed in the top 100 of all national midsize and large employers. We're building a thriving community of faculty and staff whose unique skills, experiences, and perspectives come together to create a rich and rewarding academic experience. Applications from all backgrounds are welcomed.

Learn more about Boise State and living in Idaho's Treasure Valley at https://www.boisestate.edu/about/

Applications close:

To apply, please visit: https://careers.pageuppeople.com/978/cw/en-us/job/499354

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