Career Advisor - HigherEdJobs

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Requisition Number: 69216

Location: Boulder, Colorado

City: Boulder

State: Colorado

Employment Type: University Staff

Schedule: Full-Time

Posting Close Date: 19-Jan-2026

Date Posted: 05-Jan-2026

Job Summary

Career Services is committed to weaving career education into the fabric of the CU Boulder student experience, helping every CU Buff understand their life goals and build confidence in pursuing those goals. The Career Advisor role is critical to supporting current students and recent alumni through individual career advising, facilitating career education content to groups of students, and being an active member of the Career Services' staff.

Career Advisors assist students in making informed decisions about their long-term career planning and strategies to gain experience and build workplace skills during their time as a student. Career Advisors help students assess and identify their abilities, interests, values, and skills through formal and informal assessments. Career Advisors actively support students to find high-impact and experiential learning opportunities, including on-campus jobs, internships, and professional development opportunities. They assist students with a variety of career topics, including exploration, long-term career planning, application materials, job search strategies, interview preparation, networking, and graduate and professional school planning.

In addition to one-on-one career advising, Career Advisors support students through workshops, presentations, career-related events, and other campus events. Career Advisors stay up to date on career education research and economic and industry trends, so they can provide students with accurate and timely information and guidance. They work with the Career Education team to update and maintain various resources, both online and printed, to aid students and alumni in their career journeys.

A successful Career Advisor demonstrates an agile mindset, enthusiastic attitude, and commitment to collaborating with students and colleagues. Career Advisors are highly relational and are comfortable engaging with students in one-on-one and large groups using a variety of outreach methods and in various meeting formats. They establish rapport with students, acknowledging and respecting differences in lived experiences using active listening skills and thoughtful questions. Career Advisors are culturally sensitive and possess knowledge about career options both in the US and internationally. Throughout all interactions, Career Advisors consistently exhibit a student support orientation as they assess the developmental needs of the student.

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities.

Who We Are

About Career Services:

Career Services at CU Boulder plays a crucial role in the success of our students and alumni. As part of the Student Affairs division, we provide personalized career advising, helping individuals understand how their skills can meet the needs of the world as well as how to effectively articulate their strengths to potential employers. We work closely with each college to deliver focused career education that connects students' classroom learning with career options. As the recruiting hub on campus, our strong employer partnerships enable us

to offer practical skills development and facilitate valuable professional connections. Additionally, we provide essential experiential learning opportunities, such as on-campus jobs and internships. Through these efforts, we bridge the gap between education and career success, ensuring our students find the way to their future goals.

We firmly believe that our strength and creativity stem from the diversity of our community. We acknowledge and celebrate the myriad of identities and backgrounds that each member brings to our campus - including but not limited to: race, ethnicity, gender expression, sexual orientation, disability, religion, socioeconomic status, veteran status, citizenship status, and more. Understanding that these identities do not exist in isolation but intersect in complex ways, we are committed to fostering an inclusive environment where every individual feels seen, valued, and empowered.

We acknowledge the existence and impact of systemic barriers-like biases and power structures- that can influence career paths and professional development, and we are dedicated to helping navigate these challenges. To achieve this, we strive to understand and help navigate systemic barriers through targeted programs, comprehensive support services, and equitable career development opportunities. We pledge to nurture a culture where differences are not only accepted but are recognized as a source of strength and enrichment for our entire community.

What Your Key Responsibilities Will Be

Career Development Advising

- Provide one-on-one career advising for undergraduate students and recent alumni on all career development topics. This includes a combination of scheduled appointments, career assessment administration and interpretation, document reviews, email correspondence, and follow-up tasks.
- Maintain working knowledge of how students and alumni can utilize AI and related technology tools in their career planning
- Coach students on how to strategically participate in experiential learning to gain skills, increase awareness, and to build their network.
- Maintain confidentiality in keeping with FERPA and Student Affairs professional standards.
- Customize offerings and approaches given the unique needs of students based on identity and values, academic pursuits, and professional interests.
- Maintain contact logs and notes from career advising appointments.
- Develop professional skills and knowledge, stay up to date with relevant literature, trends, and best practices.
- Participate in local and national professional development.
- Engage occasional evening or weekend hours to support Career Services' programming.

Career Education Facilitation and Collaboration

- Present to groups on career education (this includes classes, student groups, etc.)
- Update and tailor presentation content as needed
- Support career education efforts across campus by identifying a yearly goal or strategic initiative in consultation with supervisor.

Department Meetings and Events

- Attend and support "All Hands on Deck" events such as (but not limited to) campus career fairs, new student orientation, and on-campus student employment events.
- Weekly all-staff and career education team meetings
- Given the changing nature of work and Career Services commitment to be adaptable, innovative, and resilient as the nature of work changes, staff will need to shift gears, jump in, and try new things, even when those things fall outside of a formal job description.

What You Should Know

- Primarily a 40-hour/week schedule following a typical 8am-5pm/7:30am-4:30pm pattern though some evening and weekend availability will be required to host and/or facilitate programming.
- Hybrid work schedule offered, 3 days minimum on campus and up to 2 days remote.
- We serve students and recent alumni both in person and online.

What We Can Offer

- The starting salary for this position is $55,000.
- Onboarding assistance is available within the Student Affairs division guidelines.

Benefits

At the University of Colorado Boulder, we are committed to supporting the holistic health and well-being of our employees. Our comprehensive benefits package includes medical, dental, and retirement plans; generous paid time off; tuition assistance for you and your dependents; and an ECO Pass for local transit. As one of Boulder County's largest employers, CU Boulder offers an inspiring academic community and access to world-class outdoor recreation. Explore additional perks and programs through the CU Advantage program.

Be Statements

Be informed. Be supportive. Be Boulder.

What We Require

- Bachelor's degree or equivalent combination of education and experience may substitute.
- 1+ years of experience in a related field.

What You Will Need

- Expertise in career advising, including knowledge of career development theories and practices.
- Proficiency in reviewing and providing feedback on resumes, cover letters, and other career-related documents.
- Ability to customize approaches based on students' identities, values, academic pursuits, and professional interests.
- Strong communication skills, including the ability to build rapport and guide students through the career development process, effectively communicate to internal and external groups, and demonstrated presentation skills.
- Interest in working with undergraduate students, as well as graduate students, nontraditional students, and alumni.
- Ability to administer and interpret career assessments.
- Exceptional attention to detail while also considering the big picture of how your work fits within Career Services as a whole.
- Ability to establish and maintain effective working relationships with employees at all levels of the institution.
- Skills in creating and delivering engaging presentations tailored to different audiences.

What We Would Like You to Have

- 1+ years of career or academic advising experience.
- Experience with administering career assessments and inventories such as CliftonStrengths, Strong Interest Inventory, and Myers-Briggs Type Indicator.
- Experience and comfort with career related technology such as Handshake and appointment management tools.
- Masters Degree in Counseling, Student Affairs, Higher Education, or related field.

Special Instructions

To apply, please submit the following materials:

> 1. A current resume.
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> 2. A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.

We may request references at a later time.

Please apply by **January 19, 2026,** for consideration.

Note: Application materials will not be accepted via email. For consideration, please apply through CU Boulder Jobs.

In compliance with the Colorado Job Application Fairness Act, in any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

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