

Department:

Entry of Baccalaureate Practice

Position

CAREER COUNSELING OFFICER

1. Summary

Reporting to the Director of the Helene Fuld program, the Career Counseling Officer coordinates and conducts counseling, programming, employer relations, and administrative functions within the Rutgers School of Nursing. The incumbent will employ independent decision making to prepare a career development model that focuses on the nursing students' career interests in and out of the hospital settings. This model includes, but is not limited to creating and presenting workshops, contracting with and building employer relationships, and counseling students on career and educational goals. Performs a wide range of career counseling, including individual and group career counseling to undergraduate students. Designs and implements small and large group workshops in the following critical areas: resume writing, job search, interviewing, and career decision-making. Develops outreach efforts to potential employers. Provides resolution to an assortment of complex problems. Demonstrates strong understanding of the theoretical and applied bases for particular field of specialization. This position will provide oversight of grant administrative assistant and academic counselors.

2. Key Duties and Responsibilities**40 % 1. Career advising**

- Develops and implements a plan to recruit senior nursing students which includes career days, open houses, presentations and other activities to attract senior nursing students interested in a career in non-hospital settings
- Counsels students regarding career decision making, job search strategies and techniques, graduate/advanced study, and career planning
- Designs and implements outreach programs to promote and encourage use of career services by nursing students
- Advises students individually and via classroom presentations regarding resume writing, interviewing techniques, and job search skills
- Develops promotional materials and strategies for career counseling program
- Interviews and screens students to identify present and future career goals and provide information regarding participating agencies most closely matching those goals
- Counsels nursing students identifying available positions that may be of interest

40 % 2. Employer Relations

- Recruits hospital and non-hospital settings interested in collaborating in new nurse residency program
- Maintains communication with collaborating health care facilities
- Serves as liaison to health care facilities
- Increases number of employer partners each year to increase participation
- Assists in sourcing employers in support of career fairs, networking events, panels, and other programs
- Participates in site visits to participating health care facilities and potential future participants
- Assists in development and implementation of inclusion criteria and standards for participating health care facilities
- Analyze nursing student requests for specific health care facility experiences/interests and identifies health care facility that match these interests and assign/recommend appropriately

15 % 3. Program Outcomes

- Tracks student throughout process, report on pertinent statistics and outcomes
- Tracks health care facility hiring patterns, satisfaction with program
- Tracks student satisfaction with program
- Meets with key constituent groups (academic advisors, faculty, staff) to identify career development and employment needs of students
- Consistent communication with nursing department faculty and staff regarding scheduled events

5 % 4. Miscellaneous duties

- Emails/phone calls, staff meetings, committee meetings
- Professional development
- Other duties as requested or assigned

3. Qualifications:

Requires a master's degree in nursing, counseling, human resources, or a related field; or equivalent combination of education and /or experience, and a minimum of five years' experience that demonstrates knowledge and understanding of careering counseling theories and methodologies for individuals and groups. Also requires Microsoft office skills, strong knowledge of health care facility hiring practices, excellent presentation skills, excellent interpersonal, verbal, and written communication skills, ability to work with a diverse student population, experience in workshop development.