



STATE OF LOUISIANA  
invites applications for the position of:  
**Assistant Director for  
Career Advising 052019**

An Equal Opportunity Employer

**OPENING DATE:** Mon. 06/03/19

**CLOSING DATE:** Wed. 06/19/19 11:59 PM Central Time (US & Canada)

**SALARY:** \$35,000.00 - \$40,000.00 annually

**JOB TYPE:** Unclassified

**LOCATION:** Shreveport, Louisiana

**SUPPLEMENTAL INFORMATION:**

Reporting to the Director of Career Services, the Assistant Director for Career Advising will primarily focus on meeting with students and alumni for career advising. This is a generalist role in which the incumbent will work with students from all academic programs (both face-to-face and in online degree programs), as well as with alumni. They will assist with all aspects of the career planning and internship/job search processes, with an emphasis on career exploration and decision-making. They will be encouraged to create, innovate, be actively involved in developing future goals and initiatives, and lead from within their role. Whoever is hired will be a valuable contributor to our efforts to help all LSU Shreveport students launch successfully into the workforce.

**Required Application Materials: (Attach to your application)**

- **Resume directly addressing your qualifications for the position. Your resume should demonstrate your understanding of current resume writing principles and strategies.**
- **Cover letter explaining your interest in the position and how you feel you can contribute in this role. Your cover letter should demonstrate your understanding of cover letter principles and strategies.**
- **Provide contact information for three professional references.**
- **A response to the following questions (no minimum or maximum length requirements):**
  1. **Describe your theoretical orientation as an advisor/counselor.**
  2. **What are your favorite career development theories, and how do you find them to be helpful in the career advising process?**

For additional information concerning this job posting contact:

Bill Wolfe

Director LSUS Department of Human Resource Management

Room 109 Administration Building, LSUS

(318) 797-5279

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## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- A baccalaureate degree from a regionally accredited institution.
- Must have working knowledge of career theories and testing.
- 2-3 years of experience in a higher education environment.

### **Preferred Qualifications:**

- Master's degree (or equivalent) in Counseling/Student Personnel or related field with an emphasis on counseling.
- Experience working or interning in a university or college career services office.
- Experience administering and interpreting career assessments.
- Demonstrated in-depth knowledge of current job search strategies and resources.
- Demonstrated in-depth knowledge of career development theories and counseling techniques.

## **JOB CONCEPTS:**

- Ability to quickly build rapport with others, be curious via open-ended questions, and utilize active listening skills.
- Possess the interest, experience, and/or ability to promote cultural competency and/or inclusion; ability to serve students from a wide variety of backgrounds.
- Demonstrated ability to plan, organize, and facilitate events and programs.
- Ability to research, properly evaluate information, and prepare concise, well-organized content for the general dissemination to students.
- Use excellent interpersonal skills and communicate effectively with a diverse group of individuals in a diplomatic and professional manner, including both strong written and verbal communication skills.
- Ability to anticipate problems and take necessary action to eliminate or mitigate potential negative effects.
- Ability to be flexible in working independently as well as collaboratively with co-workers, students, faculty, employers, and alumni to achieve goals.

Understanding of a liberal arts education and its value in the world of work.

## **EXAMPLES OF WORK:**

- Provide individual career advising to students – undergraduate and graduate in face-to-face and online degree programs – and alumni.
- Utilize career development, counseling, and student development theories to guide students/alumni through the processes of career exploration, major selection, career research, and career planning.
- Administer and interpret career inventories as part of the career advising process.
- Advise students/alumni with developing job search readiness skills in a wide range of career fields which includes: teaching current internship/job search strategies and resources; resume and cover letter writing; and interviewing, personal branding, networking, and social media skills.
- Plan, design, and deliver group presentations and workshops for classes and student groups using a variety of instructional techniques, focusing on how to engage students in online degree programs who may be participating remotely.

- Collaborate with Director when reaching out to academic departments and faculty members to identify and address issues affecting retention issues and students' career choices.
- Utilize tools including career services management and recruiting software, What Can I Do With This Major?, InterviewStream, CareerSpots, and tools developed in-house.
- Assist Director in building relationships with employers.
- Communicate the value of Career Services to students, faculty, staff, and alumni.
- Develop initiatives to engage: commuter students, non-traditional students, and students enrolled in online degree programs.

Other duties as assigned.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/louisiana/default.cfm>

Job #AD Career Ctr 062019  
ASSISTANT DIRECTOR FOR CAREER ADVISING 052019  
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OUR OFFICE IS LOCATED AT:  
For agency contact information, please refer to  
the supplemental information above.  
Louisiana State Civil Service, LA 70802  
(866) 783-5462  
[jobs@la.gov](mailto:jobs@la.gov)

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