



# Career Development Specialist

Job ID# 62128

The Career Development Specialist serves on the Career, Advising, Counseling and Instruction team to support daily Career Center advising and counseling operations. Primary functions include training and supervising career advisors and counselors, managing online career development resources, delivering workshops and teaching career development courses. This position serves as the liaison between the Career Center and designated departments and colleges that serve first-generation college students, including the Center for Academic Retention and Enhancement (C.A.R.E.).

## THE POSITION

- Provide direct career advising and career counseling services to clients on a drop-in, individual appointment and group counseling basis. Maintain appropriate records and make referrals to appropriate university and community resources.
- Train, develop and provide case supervision for career advisors, and career counselors-in-training and coordinate staffing patterns and service delivery logistics in accordance with professional ethics and requirements for accreditation.
- Teach career-related courses such as SDS 3340, Introduction to Career Development (serve as co-instructor/lead instructor for one section of SDS 3340, Introduction to Career Development (as needed).)
- Participate with the Program Director in policy-making and interpretation at the program level, including management of technology resources, communication with vendors and ensuring accessibility of services
- Act as a liaison to university academic colleges, departments, or programs, as well as offices throughout the Division of Student Affairs, who serve and support First Generation College Students and specifically a liaison to the Center for Academic Retention and Enhancement.
- Author, edit and design print and web-based career information resources and evaluate/recommend resources for the Career Center Library collection. Design and deliver career development workshops to university and community groups.



## UNIVERSITY INFORMATION

Florida State University is one of the nation's elite research universities where our community preserves, expands and disseminates knowledge in the sciences, technology, arts, humanities and professions while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Our community is one that fosters free inquiry along with championship athletics and a prime location in the heart of the state capital.



## HOW TO APPLY

If qualified and interested in a specific job opening as advertised, apply to Florida State University at [jobs.fsu.edu](https://jobs.fsu.edu). If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years and education details, even if attaching a resume.

For more information regarding this position, please contact:

Erin Bennett  
*Senior Assistant Director, Career Advising and Counseling*  
[ebennett@fsu.edu](mailto:ebennett@fsu.edu)

## CRIMINAL BACKGROUND CHECK

This position requires successful completion of a criminal history background check to include fingerprinting. The background check will be conducted as authorized and in accordance with University Policy 4-OP-C-7-B11.

## SALARY RANGE      CLOSING DATE

Mid 40's

April 1<sup>st</sup> 2026

## QUALIFICATIONS

Bachelor's degree in counseling, student personnel, human resources, higher education, communication, business administration or related field. **Master's degree in the above fields preferred.**

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