

Student Success Center
210 Clement Hall
210 Hurt Street
Martin, Tennessee 38238
Office: 731.881.7744
Fax: 731.881.1886

Career Counselor

The University of Tennessee at Martin seeks a Career Counselor to advise undergraduate students on career-related issues. The Counselor will work in the Student Success Center which provides academic support services including career counseling, programs and services related to orientation, academic tracking, college adjustment and college success. The Counselor will report to the Director of the Student Success Center.

Candidates from underrepresented groups are encouraged to apply.

Required Qualifications:

1. Master's degree or doctorate in counseling, college student personnel, or related area.
2. Minimum of 2 years of experience in career counseling in a post-secondary environment or comparable experience.
3. Excellent interpersonal, written and verbal communication skills.
4. Working knowledge of database software, spreadsheet and statistical programs.
5. Working knowledge of computer-based guidance programs such as ACT Discover and/or ETS SIGI Plus.
6. Familiarity with Strong Interest Inventory and Myers-Briggs Type Indicator.
7. Experience in working with students from diverse backgrounds.

Desired Qualifications:

1. Academic advising experience
2. Psychometric experience.

Responsibilities:

1. Provide academic advising and career counseling for a diverse student population.
2. Co-ordinate advising activities for undeclared students for all Summer Orientation and Registration (SOAR).
3. Instruct Career Exploration (GENS 201) and possible other GENS classes as adjunct faculty.
4. Administers and assesses various academic and career inventories.
5. Facilitates workshops and training sessions
6. Other duties as assigned.

To Apply: Send letter of interest, resume, three letters of reference and official transcripts to:

Dr. George E. Daniel, III
Director of the Student Success Center
University of Tennessee at Martin
208 Clement Hall
210 Hurt St.
Martin, TN 38238

Review of applications will begin March 1, 2011 and will remain open until filled.

The University of Tennessee at Martin is a primary campus in the University of Tennessee System. The campus is located in Northwest Tennessee approximately 125 miles north of Memphis and 150 miles west of Nashville. The University of Tennessee at Martin has a combined graduate and undergraduate enrollment of approximately 8,000 students. The emphasis is solidly on excellence in teaching, applied research, and outreach. We seek candidates who demonstrate a similar commitment.

UT Martin is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. The University seeks to diversify its work force. Therefore, all qualified applicants, regardless of race, color, national origin, religion, gender, age, disability or Vietnam veteran status, are strongly encouraged to apply.