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Job Description – Career Counselors

Department: SCDC Reports to: Assistant Director

**Position Summary**

* Develop and implement career counseling and planning services, including 18 hours per week for one-on-one counseling, and 1 hour per week for career workshop.
* be responsible for conducting surveys, including such as intentions after graduation, career maturity survey, professional development assessment
* facilitate students with job hunting skills, career ethics, morality and policies.
* be responsible for supervising students career development society
* be responsible for collecting information relating to internship, practicum and industry tours.
* Associating with partnership outreach works.

**Qualification**

* Master’s degree, or above, prefer to major in psychology, education, and human resources;
* At least one year’s relevant working experience, or related qualifications.
* Be able to communicate both in English and Chinese; is competitive in planning and implementation, and is equipped with basic knowledge and skills in general psychology,
* Is capable for intense job environment.

岗位：生涯咨询师

所属部门：学生职业发展中心 汇报机制：中心主任助理

岗位职责

1. 策划并实施学生职业发展咨询服务，包括每周18小时的一对一职业发展咨询，每周1小时的主题工作坊课等
2. 定期开展职业规划调研，包括毕业去向问卷、职业成熟度问卷、专业发展评估等；
3. 辅导学生求职技巧、职业道德及法律规范等
4. 负责指导学生职业生涯发展协会，全面开展相关工作；
5. 收集整理校外实习、实践、见习等机会
6. 协助承担部门外联工作，及协助落实各项就业工作

应聘条件

1. 硕士及以上学历，倾向于心理学专业、教育学专业、人力资源管理专业等，具有海外留学背景或工作背景者优先
2. 有1年工作经验，或有相关咨询技能培训经验
3. 有优秀的中英文口语及书面交流能力，能胜任对外交流沟通工作
4. 能胜任高强度的工作