A. IDENTIFICATION
Position Title: Career Services Advisor, BBA Program
Department: Career Management Centre (CMC), Beedie School of Business
Position Reports to (Title): Manager, Undergraduate Careers
Description Prepared by: 
Date: June 5, 2015

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Reporting to the Manager, Undergraduate Careers, the Career Services Advisor is responsible for the delivery, implementation and development of career-related services, programs, activities and events that support a student’s transition from University to the world of work. The incumbent is responsible for delivering and supporting career-related programs, services and activities and liaising with external and internal partners within the Beedie School of Business and the community. In addition, the Advisor provides support to the Director and Manager by researching, organizing, implementing and coordinating a range of programs and services supporting the CMC and career-related activities of students within the faculty.

The incumbent of the position advises, educates, and assists students with the development and implementation of career and work-search strategies. The position also conducts research; designs, and facilitates workshops; collects data as required, delivers presentations; and coaches students on writing skills and resume preparation. The incumbent of the position works as an integral member of the CMC team.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.

<table>
<thead>
<tr>
<th>Description</th>
<th>% of Time</th>
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<tr>
<td>Career Advising and Program Delivery</td>
<td>60%</td>
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Advises, educates, and assists students with the development and implementation of career and work-search programs, events, activities and strategies. Conducts research; designs and facilitates career-related workshops and programs; delivers presentations; and coaches students.
Assesses and evaluates Business students’ career and work-search needs and other issues affecting their career development and work search by offering appropriate, accurate, knowledge-based advice and programming.

Counsels undergraduate Business students by providing information about the CMC and its education programs, learning objectives and outcomes. Educates and advises students, both individually and in groups, on career development, self-assessment, skills identification, occupational options, work-search techniques and labour market trends to increase job readiness.

Coaches and supports students through the career exploration, planning and decision-making process, and work-search issues, by helping students plan and implement effective, realistic career plans and work-search strategies.

**Program/Service Development, Delivery and Event Planning**

Develops and delivers CMC workshops, programs and sessions for undergraduate Business students, face-to-face and/or online, on career and work-search topics.

Represents the CMC on University committees. Promotes CMC student career information by preparing and updating CMC information and publicizing services and facilities by giving presentations and using bulletin boards, e-mail and other on-campus media.

Facilitates students’ successful employment, through a variety of delivery modalities including delivering workshops, seminars and programs, reviewing student applications for submission to employers, clarifying job posting qualification requirements with employers, and coordinating employers’ connections with students.

Assists in the evaluation of specific CMC services (including data collection), in the design and implementation of new initiatives, and the development of relevant procedures by participating in the planning and delivery of other CMC services including but not limited to special events, on-campus recruitment and special projects.

Assists in the recruitment, training and supervision of student volunteers, Co-op and work-study students by assigning and monitoring work and providing input into performance evaluations.

**Research and Internal/External Relations**

Develops and implements activities and events to foster campus community life and student transition.

Networks with faculties, campus service providers, student service departments, and clubs by initiating contact through correspondence, participating in SFU Community Events, and supporting the initiatives of other areas utilizing existing channels of communication

Represents the Beedie School of Business at internal and external events, on university committees and external groups as required.

Recommends new resources, programs and services to enhance the delivery of CMC services by collecting, researching and analyzing relevant and current data on career and workplace trends as well
as print and electronic media.

Understands market trends and facilitates hiring between companies and students by identifying and researching trends and initiatives in areas including, but not limited to resume/cover letters; interview techniques, work-search strategies, career planning and decision-making, occupational options, and employability skills.

Analyzes and addresses Business students' needs by assisting in the development and implementation of new relevant programs and services as directed.

**D. DECISION MAKING**

i) *Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?*

In conjunction with the Manager, determines how to design, market, and schedule events, programs and activities.

Provides recommendations regarding career-related activities and programs that will promote labour market transition

Recommends strategies to broaden business student participation in CMC activities

Provides accurate, knowledge-based information and advice to undergraduate Business students to assist individuals in the career planning and decision-making process and for effective work-search techniques.

Decides when and how, within established guidelines, to analyze data and provide feedback on workshop content, delivery methods and print and electronic resources, as well as career trends.

When interacting with undergraduate Business students, decides when to emphasize to students the need for better oral and written communication skills.

ii) *Give some examples of the types of decisions the incumbent would refer to his/her supervisor.*

Strategic priorities and goals for career-related student programs pertaining to the Beedie School of Business.

Final approval of program, event, web and print content.

Significant or sensitive media-related issues that would potentially affect the positive image of the Beedie School of Business and/or the University.

Fundamental changes in approved budgets/spending plans and initiatives.

Decisions regarding University policy.
Any decision that presents the likelihood of significant, political, diplomatic or financial consequences to the University or its public reputation.

Clarification of CMC, Beedie School of Business and other university department policy and procedures. It is expected that the first line of referral would be to the senior team members.

E. **SUPERVISION EXERCISED**  
*Indicate the number of employees for whom the position is responsible.*

- Number of employees reporting directly to the position. 0*  
- Total number of employees for whom the position has direct responsibility 0

*Note: May supervises volunteer, work-study and/or Co-op students as required by assigning and monitoring work and reviewing performance in consultation with the Manager, Undergraduate Careers.

F. **SUPERVISION RECEIVED**

*Describe the extent to which the supervisor determines the day-to-day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.*

Works independently under general direction in accordance with the objectives from the Manager and CMC guidelines. Works collaboratively with other members of the Undergraduate team, keeping team members informed through informal and formal sessions and written reports.

G. **UNUSUAL WORKING CONDITIONS**

Evening and weekend work is required.

The incumbent will be based out of the Burnaby campus CMC office, however occasional work at the SFU Surrey and SFU Segal Vancouver offices may be expected.
H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree in Business and two years of related experience including experience in recruiting, program development, career advising, employment counseling, event planning, workshop facilitation, and public presentation, or an equivalent combination of education, training, and experience.

Excellent knowledge of recruitment, career advising, work search strategies, and employment counseling.

Excellent communication skills (oral, written, and presentation)

Excellent organizational, decision-making, problem-solving, interpersonal, listening, conflict management, analytical and interpretive skills.

Ability to develop and facilitate workshops and to deliver presentations.

Ability to exercise sound judgment when providing individual and group coaching in writing and editing.

Excellent marketing and promotional skills

Ability to conduct research.

Ability to handle confidential information with discretion.

Ability to exercise courtesy and diplomacy when dealing with students and prospective employers.

Ability to work independently and as part of a team.

Proficient in web-based and computer applications such as Word, Excel, and Internet searches.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.

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Director, Undergraduate Programs
Manager, Undergraduate Careers, CMC
Career Services Advisor
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J. APPROVALS

Incumbent's Signature: ______________________  Date:

Supervisor's Signature: ______________________  Date:

Signature of Next Administrative Level: _________________  Date: