



Career Counselor

Founded by the Congregation of Holy Cross in 1948, Stonehill is a private Catholic college located just 22-miles from downtown Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages its 2,500+ students in 80+ rigorous academic programs in the liberal arts, sciences, and pre-professional fields.

The Career Services Department seeks applicants for a Career Counselor. Reporting to the Assistant Director, a Career Counselor is responsible to conduct one-on-one student appointments for undergraduate and alumni populations in the various stages of the career planning process. This is an exempt, full-time, calendar year position.

Essential Duties and Responsibilities:

- Advises students and alumni on career planning and development including internship/job search skill strategies, as well as resume writing, cover letter development, mock interviews, post-graduate service and general graduate school counseling
- Assists with career exploration programs and events for all class years
- Coordinates and implements student outreach strategies to support all career services programming
- Creates and conducts presentations in classrooms and residence halls on career-related topics
- Creates and manages the execution of a comprehensive social media outreach strategy
- Serves as a Career Liaison to specified faculty departments and student organizations in the science and pre-health fields
- Supports the employer relations team on specific employer-focused projects including on campus employer events and interview days
- Communicates with employers/faculty/alumni to sponsor on campus events
- Assists with International Extension program orientations
- Performs other duties and special projects as assigned

Knowledge, Skills and Abilities:

The successful candidate will possess a Bachelor's degree, Master's preferred or three plus years experience and/or training; or equivalent combination of education and experience. Excellent communication and interpersonal skills. Knowledge of all aspects of career development, ability to counsel students in their professional planning; ability to work independently and as part of a team; strong planning and organizational skills. Knowledge of Microsoft Office is required, as well as a familiarity with on-line career management systems.

Stonehill College offers a competitive salary. Candidates should submit resume and cover letter to:

Stonehill College
Human Resources Department
320 Washington Street
Easton, MA 02357
Fax to: (508)565-1499
Email to: hr@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.

Stonehill College is an equal opportunity employer committed to diversity.