

Pacific Union College

Job Description

Position Title:	Career Counselor (PT)	Exemption Status:	Non Exempt
EEO Classification:	Professional	Job Code:	21-1012
Department:	Student and Spiritual Life (Career Counseling Center)		
Reports To:	Vice President of Student and Spiritual Life		
Last Update:	April 20, 2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Career Counselor supports students in discerning and pursuing their vocational calling through career exploration, preparation, and professional development. Rooted in the mission of Pacific Union College, this role integrates faith and career development while fostering meaningful connections between students, alumni, employers, and the broader community.

ESSENTIAL FUNCTIONS

- 1) Provide individualized career counseling to students
- 2) Maintain appropriate documentation of counseling interactions in accordance with institutional policies and FERPA requirements.
- 3) Administer and interpret career assessments (e.g., interest inventories, personality assessments, strengths-based tools)
- 4) Plan, coordinate, and execute:
 - a. One annual Graduate/Professional School Fair
 - b. One annual Career & Internship Fair
- 5) Develop and distribute a monthly Career Services newsletter
- 6) Build and maintain relationships with local, regional, and select national employers
- 7) Cultivate internship and job opportunities aligned with academic programs
- 8) Network with alumni and community partners to expand opportunities for students
- 9) Performs other duties as assigned

EDUCATION

- Bachelor's degree
- Master's preferred in Counseling, Higher Education, Student Development, or related field

QUALIFICATIONS

- Experience administering career assessments
- Familiarity with career development theory and best practices
- Experience in event planning and program coordination
- Strong interpersonal and communication skills
- Ability to work effectively with diverse student populations
- Demonstrated commitment to the mission and values of the Seventh day Adventist Church
- Ability to integrate faith and vocation in student interactions and programming
- Supportive of a campus environment that encourages spiritual, intellectual, and professional growth

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature Date

Supervisor's Printed Name

Supervisor's Signature Date