

CAREER COUNSELOR / CAREER SERVICES

Career services professionals are responsible for preparing and facilitating career preparation programs for students in either secondary or collegiate atmospheres.

WHAT RESPONSIBILITIES WILL I HAVE?

- Design and implement career preparation activities, resources, and career events for students involving the job search such as resume writing, interviewing, professional dress, etc.
- Regularly communicate career and internship opportunities to students
- Develop and maintain a website and/or social media for students to access career and internship opportunities and information
- Plan and coordinate career fair events
- Meet with students one-on-one by request or during office hours to discuss career opportunities and preparation
- Answer students' questions regarding employment and placement
- Oversee student placement into internships for credit
- Serve as a liaison between the university or institution you represent and workforce representatives or potential employers in agriculture
- Develop and cultivate relationships with potential employers through cold calling, mailing, networking, and site visits
- Frequently communicate with collegiate faculty to incorporate career activities into their classes and curriculum
- Partner with other offices or departments on campus to promote career services programming
- Analyze and publish student employment data and statistics to ensure success of placement efforts
- Monitor student employment requests from the community and surrounding areas
- Participate in program advising meetings as well as department meetings
- Remain up-to-date on new potential employers as well as career development news and trends



WHAT EDUCATION & TRAINING IS REQUIRED?

Bachelor's or Master's degree in agricultural education, education, counseling, or a related field

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, English, communications, mathematics

TYPICAL EMPLOYERS

Agricultural and land-grant universities or colleges; some may work at the high school level

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- The National Career Development Association
- National Association of Agriculture Educators
- American Association for Agricultural Education

AVERAGE ANNUAL FULL-TIME SALARY

\$47,000