Position Summary
The Office of Career Services is seeking a Career and Life Vision counselor to advance the career development of our undergraduate and graduate students by providing one-on-one career counseling focused on self-exploration. Using a combination of one-on-one advising and an educational/curricular framework, the Career and Life Vision program helps students to define a career and life vision that is personally meaningful. This individual will lead implementation of and drive the overall advising and student counseling strategy for the Career & Life Vision program, as well as participate in the strategic planning of office initiatives.

Career Advising and Coaching
* Meet individually or in groups with students to provide counseling, coaching and advising.
* Assist students with the development of action plans and follow-up strategy based on a series of progressive meetings and evolving interests and goals
* Administer instruments and utilize a variety of tools (e.g. MBTI, Strong Inventory, etc.) to support student development
* Provide individual advising with a focus on active visioning and brainstorming exercises to help students clarify values, interests, purpose, and limiting beliefs as well as shed light on the career paths that best align with their vision
* Facilitate small group advisement sessions on a broad range of Career and Life Vision topics that include introspective exercises and active participation
* Collaborate with team of outreach specialists to identify people, resources, organizations and opportunities across a broad range of industries and fields in order to facilitate alumni connections and employer referrals that match students' individual interests
* Maintain contact with students and ensure ongoing intentional engagement with students across class years
* Distribute information to students about engagement or employment opportunities as needed

Leadership and Management
* Develop a cohesive career and life vision counseling philosophy with a model of change to guide all one-on-one advising and small group discussions with students at various stages of the career development process
* Drive greater integration of career and life vision counseling techniques into all counseling appointments by leading staff training efforts
* Continually assess best practices for career development advisement to maximize learning and student engagement
* Build collaborative relationships with campus partners including faculty, academic advisers, residential college administrators, program/center administrators, student government and student organizations to ensure that the highest proportion of students receive one-on-one career and life vision counseling
* Work closely with the Senior Associate Director of Career and Life Vision Programming to ensure counseling philosophy and one-on-one advising are consistent with curricular themes

Reporting and Analysis
* Lead assessment efforts, data compilation and analysis to identify and report student learning outcomes and satisfaction with the program (using net promoter score methodology)
* Create narrative reports and presentations for senior leadership and advisory boards, which identify and articulate career counseling impact
* Use data to drive decision-making with an eye toward continuous improvement

**Essential Qualifications**

Requirements/Qualifications

* Master's degree in counseling or related field required
* Five or more years of progressive career counseling or career consulting experience
* Knowledge of best practices within career development and the ability to tailor, adapt and evolve such practices to a complex, fast-paced, and evolving organization
* A passion for advising undergraduate and graduate students and working within a student-focused and student responsive environment
* Ability to establish, measure and report learning outcomes
* High levels of resourcefulness, influence/organizational savvy, execution skills (strategy through implementation)
* Excellent interpersonal skills, engages and builds effective relationships with everyone across the organization and institution
* Professional training certifications and designations are highly desired
* MBTI and Strong certified, desired

The final candidate will be required to complete a background check successfully.

**EEO Statement**

Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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