



Shanti Education Society's

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Career Guidance Cell

Present's

Career Counselor Roles and Responsibilities

A career counselor is an important figure in the job force, especially in educational institutions. This individual plays a prime role in helping individuals put their talents to good use in a job position and help them in their journey applying to colleges. There are many responsibilities and duties a career counselor carries out on a daily basis.

What Is A Career Counselor?

A career counselor is an individual who counsels others in finding jobs or vocational courses to help them obtain a job. This individual is one who usually works in schools and holds sessions with students to help them with their career choices.

General Responsibilities of a Career Counselor

The career counselor has certain jobs and responsibilities which go along with their position. Along with providing counseling for students, the career counselor must also meet with outside parties such as business owners, parents, teachers and school administrators to adequately fulfill their role as career counselor. The career counselor will keep detailed files on each student that they meet with and review the files during follow-up sessions with the students.

Specific Duties of a Career Counselor

There are many specific duties a career counselor must fulfill on a daily basis. The first is meeting with students regarding educational and vocational matters. The career counselor will determine what the student's desires are with regard to what they wish to pursue once they graduate from their current educational establishment. This will help the career counselor formulate a good plan with regard to looking at schools or job opportunities with the student.

The career counselor must also make various items available to the student in order to help them formulate good decisions with regard to their future steps relating to education or vocation. These items may include pamphlets, school applications, job applications, school catalogs and other various documents. These will give the student something to peruse and may in fact help them in the decision-making process.

One who is a career counselor must also have contact with outside individuals who may help the student out in their pursuits. Some of these individuals include business owners, college administrators and parents of the students.

By maintaining contact with these individuals, the counselor will be able to present the student with the best options possible.

A career counselor should also be able to answer questions relating to financial aid. Due to the fact that many students do not have the money to attend colleges or graduate schools, they need to be aware of their financial aid options which make pursuing these educational goals possible. The career counselor should know all about financial aid issues and know the procedure for applying for financial aid so they can adequately explain it to the student. The career counselor will frequently need to make contact with financial aid officers from other schools to see if they can provide documents and information to the student regarding their financial aid policies.

A career counselor should also maintain contact with teachers and administrators at their specific school for a few different reasons. One who is a career counselor needs to be in touch with teachers at their school to find out if the student is suited for a particular career goal or college major. The career counselor should consult with the school administrators to inquire about getting programs into the school which will aid in the future careers and goals of the students.

The career counselor in some schools may also take on the role of guidance counselor as well. They will provide crisis intervention for the students, sponsor after school activities and provide counseling services for a variety of needs. The career counselor may be the support system for the students in many school districts.

Frequently a career counselor will also be responsible for providing educational

group sessions for students where they can learn about their career choices on a variety of different levels. This large-scale group discussion will focus on future education as well as vocational options once the students graduate.

Beneficial Traits for a Career Counselor to Possess

One who is a career counselor should possess certain traits which will enable them to complete their job responsibilities and duties to the best extent possible. The first trait a career counselor should possess is the ability to research. Since the career counselor will be responsible for providing students with potential job fields and educational pursuits, it is important that they know what the job market is like as well as information about colleges. One needs to have good research skills to excel as a career counselor.

Career counselors should also be sympathetic to the students who come to them. Since many students will be coming to the career counselor for help and may have some issues to discuss, the career counselor must be able to lend a sympathetic ear to the students.

The career counselor should also possess the positive trait of dedication. If a career counselor is dedicated to their job, they are more likely to pursue all possible avenues with regard to education and career choices for the students. A career counselor who is dedicated is one who will provide a wide range of post-graduation options for the students to reflect upon.

Career counselors should also be good listeners. Since they will need to act upon the statements and desires of the student, they need to listen clearly to know exactly what the student is looking for with regard to educational and/or vocational opportunities. A career counselor who is a good listener will make the best career counselor possible.

WHAT IS CAREER COUNSELING?



Your *career development* is a lifelong process that, whether you know it or not, actually started when you were born! There are a number of factors that influence your career development, including your interests, abilities, values, personality, background, and circumstances. *Career Counseling* is a process that will help you to know and understand yourself and the world of work in order to make career, educational, and life decisions.

Career development is more than just deciding on a major and what job you want to get when you graduate. It really is a lifelong process, meaning that throughout your life you will change, situations will change, and you will continually have to make career and life decisions. The goal of Career Counseling is to not only help you make the decisions you need to make now, but to give you the knowledge and skills you need to make future career and life decisions.

What can I expect?

CAREER COUNSELOR WILL:

- Help *you* figure out who you are and what you want out of your education, your career, and your life.
- Be someone for you to talk to about your thoughts, ideas, feelings, and concerns about your career and educational choices, which will help you sort out, organize, and make sense of your thoughts and feelings.
- Help you identify the factors influencing your career development, and help you assess your interests, abilities, and values.
- Help you locate resources and sources of career information.
- Help you to determine next steps and develop a plan to achieve your goals.

CAREER COUNSELOR WON'T:

- Tell you what to do, or tell you what you should major in or what career you should pursue.

Who needs Career Counseling?

Since career development is a lifelong process, Career Counseling can be appropriate for anyone, including freshmen, sophomores, juniors, seniors, and even alumni. The earlier you get started making intentional decisions about your future, however, the better prepared you will be! We recommend that all freshmen come in and visit with a Career Counselor.

Below are some examples of concerns that bring students to Career Counseling:

Exploring Career and Major Options

- “I have no idea what I want to do with my life.”
- “I don’t know what to major in.”
- “I’ve narrowed it down to a couple career options, but I’m having a hard time choosing between them.”
- “I know what I want to major in, but I have no idea what I want to do once I graduate.”
- “I know what I want to do, but I’m not sure what the best major would be.
- “I want to know what kinds of jobs I can get with my major.”
- “I don’t feel like I know enough about all the different careers out there to know what I want to do.”

Resolving Conflicts

- “I like a lot of different subjects, and I keep changing my major because I’m not sure which one is the best for me!”
- “I don’t like any of my classes and none of the majors seem really appealing to me.”
- “I have a lot of work experience and I want to find a new career path that will build on the skills I already have.”
- “I was planning on going into the _____ program, but I applied and didn’t get in. What do I do now?”
- “I always thought I wanted to be a _____, but I got into my major and I really don’t like it!”
- “I really like my major, but it’s not what I want to do for my career.”
- “I know what type of work I’d like to do, but I’m afraid I won’t be able to make enough money doing it.”
- “My family really wants me to be a _____, but I’m not sure if that’s really what I want.”
- “I’ve always planned on being a _____, but I’m wondering if it’s only because that’s all I know.”
- “I want to find a field to go into where there will always be plenty of jobs.”
- “I want to find a career that will allow me to provide significant financial support for my family.”
- “I’m working towards my career, but I think I might just really want to be a stay-at-home parent.”
- “I’ve always planned to stay in Boise, but to do what I’d like to do I’d have to move.”
- “I can’t find a job, so I’m thinking about going to grad school.”

Who is a Career Counselor?

The Career Center staff member assisting you holds a master's degree and has expertise in career development theory, counseling techniques, administration and interpretation of assessments, and career information resources.

Your job search/ career attainment process is also a critical aspect of your career development, and therefore, Job Search Advising and Career Counseling are intertwined. Your Career Counselor is also fully trained to assist with all aspects of your job search.

Career Counsellor

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