

Job Description

- Support system for students while they complete studies
- Role is mainly in high school, college, and university settings
- Creates workshops for students
- One on one students support for feedback, or help with resume and cover letter etc
- Provides information and guidance to students when considering education choices and career choices

Job Titles

- Career Education Coordinator
- Programs Career Specialist
- Career Counsellor

Skills

- Sales
- Communication
- Not only being able to deliver information with confidence but being able to deliver perhaps something that seems very complex in a very simple way
- Presentation Skills
- Creativity
- Mentoring as well as recruiting
- Written skills
- 4 years Experience
- Issues related to breaking barriers

Career Advisor



Qualifications

- Complete a Bachelor degree program in any field
- Complete a Masters degree program specializing in Counselling
- Complete a PHD program in career counselling

A day in the life of a Career Advisor

- Administrative work
- Workshops/ Sessions (ie: Resume building, cover letters, interview skills, etc)
- Appointments with students
- Meetings
- Brainstorm new content and ideas
- Working on Campaigns
- Guest Speaking

Advice

- Research and look for opportunities to shadow someone
- See if you can volunteer in specific workshops
- Keep your options open
- Ask around and get opinions on what other people suggest