

Career Services

Background –

Someone working in career services at the university or collegiate level will have varying job descriptions. The main job duty of someone in this field is to assist students, alumni, and employer clients in the development of employment opportunities. Duties may include meeting with students (individually or within groups), meeting with companies to expand employment opportunities for students, and providing advice to students about interviewing, job searching, resumes/CV writing, etc.

What is a possible salary for someone in this field? \$90, 760*

What courses at GVSU may help me in my career? Discuss with your advisor which courses among those on this list, along with other courses not listed here, would best serve your career goals.

1. **PSY 325** – Educational Psychology
2. **PSY 331** – Adolescent Development
3. **PSY 360** – Social Psychology
4. **SOC 290** – Sociology of Education
5. **COM 302** – Small Group Communication
6. **EDF 315** – Diverse Perspectives on Education

What experiences outside of my classes could I explore?

1. Shadow or complete an informational interview with a GVSU Career Counselor
2. Seek out open positions at the Career Services front desk or as a Career Connector
3. Become a Student Ambassador for one of GVSU’s many career fairs throughout the year

Additional Education - Most job openings at larger institutions prefer applicants with a Master’s degree in Higher Education, Career Counseling, or Student Affairs

What skills are applicable to this field? Someone in this field may strive to have good listening, communication (oral and written), problem solving and organizational skills.



*Bls.gov (2016) for “Post-Secondary Education Administrators”