CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Career Coordinator, ESIA

BASIC FUNCTION AND RESPONSIBILITY
To provide career services and career counseling, specific to international affairs, to graduate students of the Elliott School of International Affairs; and to coordinate with University Career Center in providing career counseling programs.

ENTRY-LEVEL QUALIFICATIONS
A bachelor’s degree or an equivalent combination of training and experience is necessary.

Two years experience in an academic office, to include at least one year of experience in career counseling, is necessary.

A Master’s degree in Counseling, student Personnel or Higher Education may be substituted for one year of experience.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.