**Job Description**

**Job Title:** Student LEADS Support Specialist  
**Job ID:** 14495  
**Location:** Hostos Community College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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**POSITION DETAILS**

CUNY LEADS is a program established at Hostos Community College to facilitate successful academic and career outcomes for students with disabilities who are enrolled in CUNY programs. This exciting program is free of charge for eligible candidates and available on all CUNY campuses. Each campus has a LEADS professional that collaborates with campus departments, agencies and businesses to provide individualized guidance and support to students. Some of the services are academic advisement, career counseling, resume preparation, Interview preparation, Internship assistance, job search assistance, and advocacy skills.

The successful candidate will be responsible for the following in addition to the overview duties:  
- In collaboration with the Student Disability Services Manager, develops learning outcomes and metrics for students registered with the Accessibility Resource Center.  
- Conducts data collection and maintains records of completed work.  
- Studies student data for interpretation and analysis.

**QUALIFICATIONS**

Bachelor's Degree and four years' related experience required.  

Preferred Qualifications:  
- Master's degree and experience working in academic, career advisement or job placement functions with students with disabilities  
- Excellent interpersonal, communication and organizational skills  
- Demonstrated computer and database proficiency  
- Experience serving individuals from cross-disability backgrounds and knowledge of Americans with Disabilities Act and other key disability legislation  
- Availability to work evening and weekend hours

**CUNY TITLE OVERVIEW**

Provides students in the CUNY LEADS program with advice and support to make academic and career choices that lead to successful employment outcomes. LEADS stands for "Linking Employment, Academics and Disability Services".

- Recruits CUNY students into the LEADS program based on established criteria  
- Coordinates services with other college units including disability and career services offices  
- Coordinates services with outside agencies as needed  
- Advises students on job readiness and placement, and on linking academic programs to short- and long-term career goals  
- Conducts group workshops and provides individualized advice on career skills such as resume writing, interview preparation, advocacy, and disclosure issues  
- Develops internship and mentoring opportunities and makes student placement
- Records contacts and activities in CUNY's "Efforts to Outcomes" database

- Applies knowledge of issues and developments in disability-related law (such as the A.D.A.) and in disability advocacy

- Collaborates with other LEADS professionals on University-wide communications and initiatives

- Performs related duties as assigned.

**CUNY TITLE**

Higher Education Assistant

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

$42,873 - $46,302; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

**CLOSING DATE**

April 10, 2016

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.