

## Job Vacancy Notice

**Job Title:** Student Career Advisor

**Job ID:** 20806

**Location:** Hostos Community College

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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### POSITION DETAILS

The Career Services Office at Hostos Community College provides students with career direction and employment options through individual and group counseling, access to resources, career and job- readiness preparation, and practical work experience. At the same time, we promote independence, professionalism and personal responsibility designed to coach, prepare, and support individuals to become career confident citizens in a global work environment.

The Career Services Department seeks applications for a Student Career Advisor. Reporting to the Assistant Director, the successful candidate will provide services that help students explore, share, connect and prepare for life in the professional world. S/He will also be expected to assume primary responsibility for building a strong cooperative relationship with students and faculty.

In additional to the CUNY Title Overview, the selected candidate will be responsible for the following:

- Coordinates employment and career readiness activities for students including resume writing, application and interview preparation, and post job interview debriefing sessions.
- Works with students to create an effective resume, cover letter, and LinkedIn profile based on their input and career objectives.
- Collaborates with faculty and staff to facilitate student learning by assisting students in securing appropriate mentoring, internship, shadowing, and work experiences to enhance overall academic experiences and learn skills essential to successful employment.
- Identifies and stays abreast of current employment trends in various industries of greatest potential interest to Hostos Community College students.
- Assists with department outreach to employers for internship, mentorship and employment opportunities.
- Collects student success stories and document records of student attendance at appointments, workshops, and other career activities.
- Enters student counseling notes in Symplicity and updates student records with a finalized resume.
- Assists with Career Services events and activities.
- Prepares monthly, mid-year, and annual reports.

## **QUALIFICATIONS**

Bachelor's Degree required.

The following qualifications are preferred:

- Strong career services and resume writing experience
- Excellent written and verbal English communication skills
- Experience with internship coordination, career assessment tools
- Knowledge of career development theory and counseling

## **CUNY TITLE OVERVIEW**

Provides career counseling and participates in providing comprehensive career services programs.

- Provides employment and career counseling to students; may provide services to alumni
- Conducts workshops on resume writing, job search research methods, preparing for job interviews, and other topics
- Administers online job posting and resume search systems
- Coordinates on-campus recruitment programs and interviews; attends on and off-campus meetings with employers
- Maintains systems such as job banks, resource databases, and placement statistics; analyzes data; maintains department web site
- Coordinates career fairs and other career office events; prepares and distributes communications regarding events and programs
- Performs related duties as assigned.

## **CUNY TITLE**

Assistant to HEO

## **FLSA**

Non-exempt

## **COMPENSATION AND BENEFITS**

\$42,407 - \$48,210; 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](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

**CLOSING DATE**

August 7, 2019

**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.