

Job Vacancy Notice

Job Title: Student Career Program Specialist

Job ID: 19511

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

-- revised --

The Career Services Office at Hostos Community College provides students with career direction and employment options through individual and group counseling, access to resources, job-readiness preparation, and practical work experience. At the same time, we promote independence, professionalism, and personal responsibility.

The Career Services Office seeks applications for a Student Career Program Specialist, reporting directly to the Student Career Services Director. The successful candidate will be responsible for, but not limited to, the following:

- Conducts intake interviews, pre-employment preparation, and advocacy.
- Ensures that students and alumni access all needed services.
- Assesses student/alumni needs and collaborate with students/alumni to develop and follow a self- sufficiency plan.
- Coordinates and communicates with Careers Services colleagues and cross-campus departments to ensure student retention and post-graduation career success.
- Develops employer contacts and referral sources and generate job leads and market services.
- Connects prospective graduates and alumni to employment opportunities and provides post- employment support to students/alumni and employers.
- Compiles and distributes information weekly on full-time employment and internships and part-time employment to all interested students/alumni.
- Facilitates workshops, discussion groups, and/or classes on employment readiness topics including but not limited to: resume development, employment readiness, motivational interviewing, cultural competence, building professional online presence, etc.
- Serves as the leader for planning and implementation of career related events for prospective graduates and alumni in the areas of career fairs, industry panels, information sessions, guest speakers, and company site visits for students.
- Collaborates across campus departments to provide specialized programs, services, and activities that support student and alumni success.
- Supports and leads efforts to collect and analyze data including graduate outcomes and engagement with career services.
- Documents student/alumni interactions using CSM system HIRECAIMANS powered by Symplicity.
- Protects and maintains student confidentiality and record compliance.
- Maintains accurate student/alumni records in Symplicity; updates progress notes

- during and after each meeting with students/alumni.
- Prepares monthly, mid-year, and annual reports.

QUALIFICATIONS

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

The following qualifications are preferred:

- Master's degree and minimum of four (4) years of experience in career services, recruiting, human resources, higher education, social work, and/or related field
- Possess a thorough understanding and demonstration of best practices in higher education career services
- Strong verbal and written communication skills
- Ability to maintain professional partnership relationships
- Proficiency with (CRM/CSM) CUNYfirst and Symplicity
- Experienced using LinkedIn and other social media platforms
- Advanced skills in Microsoft Office (Excel)
- Detailed oriented and have the ability to multi-task, follow up, and meet deadlines

CUNY TITLE OVERVIEW

Administers career development programs and services in a College or Unit.

- Assists in developing and implementing career planning programs and services.
- Takes a lead role in a portfolio of ongoing programs, such as orientation or workshop programs
- May supervise a unit or program, hiring, training, and managing staff
- Consults with faculty, staff, administrators, and employers regarding students career development needs
- Assists in collection, tabulation and analysis of outcomes data for students and other stakeholders, as well as research of employment and market trends
- Assists in policy development and strategic planning/special projects.
- Serves as a liaison to student groups, clubs, and athletic organizations.
- Represents career office on college committees, conferences, and to the College community at large
- Conducts outreach programming, orienting employers and other constituents to services
- Performs related duties as assigned.

Job Title Name: Student Career Program Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$47,340 - \$61,593; 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 navigate to the following links: "Employment" and "Search Job Postings"

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

CLOSING DATE

December 29, 2018

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.