
Job Title	Career Specialist/Job Developer
PVN ID	BK-1904-003033
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	CUNY EDGE BROOKLYN
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	20.00
Closing Date	Jun 08, 2019 (Or Until Filled)

General Description

CUNY EDGE provides students with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY EDGE balances academic advising and personal supports with workforce preparation, leadership development, and community engagement.

The mission of CUNY EDGE is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

This position will work closely with all team members to place students in jobs at Brooklyn College and in the community. They will also work with the all students to achieve CUNY EDGE career goals and to find jobs post-graduation. **The position is part time. 20 hours a week from 1-5 p.m. Monday – Friday.**

Other Duties

- Develop work and career readiness curriculum
- Facilitate personal and professional development workshop series
- Identify on-campus placement slots for HRA Fellowship Program participants which includes creating and maintaining collaborations with other college offices including the Career Center
- Administer career self-assessments
- career-readiness, and networking skills, using an “intrusive” and developmental advisement model; adhere to a career pathways model to ensure students are being prepared for “careers” versus “jobs”
- Research real-time labor market information to stay abreast of employment trends

- Help students apply for internships, scholarships, and opportunity programs
- Help students incorporate technology into their job search
- Assist in student recruitment
- Complete data entry quickly and accurately
- Collect and input time sheets into the relevant data bases as necessary
- Cover the front desk as necessary
- Provide exceptional customer service
- Participate fully in professional development opportunities
- Performs related duties as assigned.

Qualifications

- Bachelor's degree and at least three years' relevant job developer and placement experience required, preferably in an educational or social service program serving low-income students;
- Ability to help students meet their educational and work goals;
- Experience developing and managing partnerships and relationships;
- Must be on time, reliable, computer savvy and have excellent customer service and time management skills
- Detail-oriented with strong organizational skills
- Excellent communication skills (written, oral and interpersonal) and editing skills required
- Proficiency using standard office computer programs, systems, survey tools, and databases
- Experience collecting, reporting, and using data to make strategic decisions
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities
- Ability to work in a team while also handling individual day-to-day responsibilities independently
- Ability to speak a language in addition to English a plus