

Job Title	Career Specialist
PVN ID	BK-2003-003559
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	CUNY EDGE BROOKLYN
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	20.00-28.00
Closing Date	May 06, 2020 (Or Until Filled)

General Description

This is a part-time, position, hours TBD. Reporting to the director of CUNY EDGE, this position will manage the HRA Fellowship program and take full responsibility for organizing and monitoring all aspects of the program. They will also work with all students to achieve their CUNY EDGE career goals and to find jobs post-graduation. This position will also collect and input timesheets into the relevant databases as necessary. They may also cover the front desk as necessary. This is a part-time RF Career Specialist/ Job Developer position at CUNY EDGE. Must be on time, reliable, computer savvy and have excellent client service and time management skills.

- Manage the HRA Fellowship program
- Identify on and off-campus placement slots for HRA Fellowship Program participants which include creating and maintaining collaborations with other college offices including the Career Center
- Ensure that data entry in the DMS, DTS and RF payroll is accurately entered immediately
- Ensure that all systems match
- Develop work and career readiness curriculum
- Facilitate personal and professional development workshop series
- 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 with student recruitment

Other Duties

- 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;
- Must be student-centered in approach to placement
- 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 client service and time management skills
- Extremely detail-oriented with strong organizational skills
- Excellent communication skills (written, oral and interpersonal) and editing skills required
- High level of 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 the 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