



Job Title	Career and Work Readiness Specialist
PVN ID	BM-1809-002715
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 11, 2018 (Or Until Filled)

General Description

Reporting to the Director of the CUNY EDGE Program, the Career and Work Readiness Specialist serves as the one of five advisors responsible for the department's outreach efforts to students from diverse populations and provides distinct services to students from low-income backgrounds.

The Borough of Manhattan Community College is one of the seven Community Colleges of the City University of New York (CUNY). It is alive with ideas and innovation, and supportive of the innate human desire to strive for self-improvement. It reflects the best of downtown Manhattan: the culture of Tribeca, the vibrancy of Wall Street, and the promise of the Statue of Liberty. We are one of the most unique community colleges in the country. Under the leadership of its President, Antonio Pérez, The Borough of Manhattan Community College has experienced unprecedented faculty hiring and an expansion of its curricular offerings. In 2015, *Community College Week* ranked BMCC among the Top 100 associate degree producers nationwide. BMCC ranks #11 among all community colleges in the number of associate degrees conferred in all disciplines. BMCC also ranks as a top associate degree producer across disciplines and majors including its criminal justice program which ranks #2 among U.S. community colleges. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

Other Duties

In addition to the general duties, the Career and Work Readiness Specialist will also be required to:

- Create a community to support students receiving public assistance as they reach to achieve their educational goals.
- Direct programs and services to ensure the career success of students from diverse, underrepresented

communities including students of color, women, veterans, LGBTQ students, and first generation students.

- Advise students within scope of responsibility, such as new or transfer students, undeclared majors, etc., assisting in exploration of academic programs, and focusing on academic direction.
- Facilitate personal and professional development seminar series; coordinate with and publicize other workshop opportunities at the college.
- Proactively seek out opportunities for outreach and collaboration with academic/administrative departments and student organizations.
- Participate in employer development activities including employer visitations, advisory boards and on-campus recruiting, and the development of job and internship leads.
- Using a career pathways approach to advise perspective students on career placement and preparation for long-term, high-skilled employment opportunities.
- Work closely with other staff members in the planning and coordination of career outreach and programs such as job fairs, career programs, and employer panels.
- Oversee students' liaison services with NYC Human Resources Administration.
- Conduct student individual, group and e-advising sessions.
- Participate as a generalist advisor within the CUNY EDGE Program, assisting a broad range of students with questions concerning academics, employment, and career planning.

Qualifications

- Bachelor's Degree and at least three years' related experience required, preferably in an educational or social service program serving low-income students.
- Master's degree in student affairs, higher education, counseling or related preferred.
- Experience in working with urban, commuter college students.
- Experience working with diverse population including individuals with varied levels of employment readiness skills and workshop experience.
- Understanding and demonstration of superior customer service; sensitivity to confidential matters.
- Direct experience in college career services preferred.
- Some weekend and evening work will be required.