

Job Title	Career Services Advisor
PVN ID	BM-1904-003016
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Career Development
Status	Full Time
Annual Salary	\$39,282.00 - \$45,957.00
Hour(s) a Week	35
Closing Date	Jul 06, 2019 (Or Until Filled)

General Description

The Afternoon/Evening/Weekend Career Advisor reports to the Director of the Center for Career Development or a designee. The Center for Career Development prepares students for jobs and internships by providing students with all the necessary resources, tools and information to be successful in their future careers.

Other Duties

Responsibilities include the following:

- Provide workshops on career exploration, resume writing, job search and interviewing techniques.
- Conduct mock interviews.
- Teach students how to search for internships and employment opportunities.
- Assist in the planning of career fairs and other career development activities.
- Perform other related duties as assigned.

Qualifications

- A Bachelor's degree in counseling, social work or a related field is required plus one or more years of work experience in career development and employment counseling. A related Master's degree is preferred.
- The ideal candidate must demonstrate excellent interpersonal, oral, writing, computer and presentation skills, as well as the ability to initiate projects and work with students, faculty and staff of diverse backgrounds.
- Experience with assessments such as the Strong Interest Inventory and Myers-Briggs Type Indicator is desirable.

- Must be available to work until 6pm and some Saturdays.

This is a grant funded position through the Perkins Grant.