
Job Title	Career and Technical Education (CTE) Career Advisor
PVN ID	BM-2207-004970
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Career Development
Status	Full Time
Annual Salary	\$43,000.00 - \$49,877.00
Hour(s) a Week	35
Closing Date	Nov 17, 2022 (Or Until Filled)

General Description

The CTE 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.

The CTE Career Advisor provides career guidance, career assessment, and interview and job search coaching for CTE students and alumni through one-on-one appointments, walk-ins, and remote advising appointments. The advisor coordinates programs, such as workshops, speaker panels, roundtables, targeted mentorship initiatives, and other career development programs and activities.

Other Duties

- Provide career counseling and employment preparation services to students and alumni.
- Work with students through workshops, group and individual case management to prepare them for career exploration and placement through career assessment and counseling by developing job search and interviewing skills, writing resumes, doing mock interviews, among other career preparation skills.
- Serve as a liaison and coordinate programs and activities for one or more Academic and Career Community segments and/or the Office of Accessibility.
- Assist with the administration and interpretation of career and vocational assessments.
- Help students write resumes and other documents required for employment.
- Develop and facilitate workshops on career development topics.
- Coach students on how to market themselves.
- Assist with planning and presenting career fairs and other career development events, projects, initiatives, and activities.
- Leverage technology and social media to provide resources, services and opportunities for students, alumni and employers.
- Participate in trainings and professional development activities.

- Maintain awareness of current developments in higher education and make recommendations based on best practices and research.
- Work with CTE academic departments to ensure that relevant job competencies are addressed in students' resumes and interview preparation.
- Track CTE students and assist in completing Perkins Grant reports.
- Required to work evening hours and weekends, as necessary.
- Perform other duties as assigned.

Qualifications

- A Bachelor's degree in counseling, social work or a related field is required.
- One or more years of work experience in career development and employment counseling.
- 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.
- A dynamic individual who can work independently or under general supervision providing courteous, accurate, and timely service.
- Proficiency in the Microsoft Office Suite.
- Must be available to work evening hours and weekends as necessary.
- Related Master's degree preferred.
- Experience with assessments such as the Strong Interest Inventory and Myers-Briggs Type Indicator desirable.
- Familiarity with career-related software and platforms such as the Symplicity Career Management System.

This is a grant-funded position through the Perkins Grant.