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<b>Job Title</b>	Career Specialist
<b>PVN ID</b>	BX-1712-002273
<b>Category</b>	Managerial and Professional
<b>Location</b>	BRONX C. C.
<b>Department</b>	The Office of Career Development
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 06, 2018 (Or Until Filled)

## General Description

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The Career Specialist is responsible for providing advice, guidance and support to students seeking internships, or part- or full-time employment within the scope of the assigned industry sectors. In addition, he/she serves as an interface between NYC employers and BCC students, helping employers to understand the potential of BCC students, referring students to them to meet their workforce needs, and providing the follow-up, support and customer service required to build lasting, positive, trusting partnerships with these employers.

The Career Specialist helps students in their process of career exploration. This includes using on-line tools such as self-assessments, providing information about jobs, careers and industries, and supporting students in using the Office's primary information and tracking system – Symplicity. He/she helps students identify career and educational goals, pursue internships, and find and obtain employment, ideally in the student's field of study.

Working with his/her colleagues, the Career Specialist helps plan and organize workshops for students on Resumes and Cover Letter Writing, Interviewing Skills, Mock Interviews, Job Search Strategies, Networking Skills, etc., along with forums featuring industry representatives and other guest speakers, career fairs, and other special networking events.

Additional duties include helping students to navigate and access BCC support services, tracking students' internship, job and career successes, and other follow-up support to ensure maximum student satisfaction.

Also important is the comprehensive gathering and analysis of program data to track student progress and to facilitate program evaluation.

As needed, the Career Specialist will research labor market conditions, industry demands, educational and training opportunities within and beyond CUNY, employment resources, and support services for students. This research will be focused on the particular high-growth industry sectors of the NYC economy or on smaller, more specialized sectors for which BCC has related educational/training programs. The Career Specialist will perform related duties as assigned.

While the primary focus of this position is to address the job and career needs of BCC enrolled students, it is also important to provide guidance and support to students of the BCC (non-credit) Continuing Education programs. This includes adult students that transition from Adult Education courses, such as ESL, to skills training for jobs and careers, as well as support for Continuing Ed students who are interested in enrolling in BCC degree and certificate programs.

## Other Duties

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Reporting to the Director of the Office of Career Development, the Career Specialist performs comprehensive analytical and administrative duties supporting the daily operational needs and related activities of the Career Development Program administered through the Office of Career Development.

The Coordinator will support BCC's mission to engage internal stakeholders (i.e. faculty, advisory board members, and alumni) with external stakeholders (i.e. the Bronx Chamber of Commerce, the Bronx Department of Labor, and Bronx Workforce One) to increase internship and employment opportunities for students with companies and organizations aligned with BCC's academic program offerings.

### Additional Responsibilities Include:

- Building a comprehensive resource of external professional partnerships based on his/her industry sectors
- Developing industry specific knowledge, thereby becoming "the expert" in his/her assigned sectors
- Screening and assessment of possible internship and employment sites in coordination with the Chairs of BCC's sixteen academic programs
- Establishing relationships and facilitating consistent communication with employers
- Coordinating all existing internship and job placements across the industry-specific programs at BCC to consolidate internship and job data in one place
- Meeting with students regularly to assess their needs, discuss their current major, career plan, internship placements and addressing any issues or concerns
- Developing and executing work plans designed to recruit students for program specific internships and jobs
- Creating and leading student workshops that promote career building through industry-specific internships and jobs
- Assisting with developing and implementing student leadership opportunities
- Maintaining student internship and job data in an online Career Management System (i.e., Symplicity) in real time
- In collaboration with the Career Development team, schedule guest speakers to provide industry-based

## Qualifications

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### MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work, Psychology, Career Counseling, or related field of study
- Experience and/or knowledge and contacts in a Workforce Industry is a plus
- Bilingual (Spanish speaking) a plus

### OTHER QUALIFICATIONS

- Detail-oriented individual with good communication, organization, and time management skills
- A team-player with creative problem-solving skills, good work ethics, and a commitment for success
- Ability to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused and customer responsive environment is essential
- Proactive and flexible with strong organizational skills
- Strong interpersonal communication skills with the ability to work collaboratively with diverse internal and external stakeholders
- Must be customer service oriented
- Must be able to work one late evening a week, as well as a half day, periodically, on a Saturday