
Job Title	Career Specialist
PVN ID	BX-1912-003435
Category	Instruction and Social Service
Location	BRONX C. C.
Department	The Office of Career Development
Status	Full Time
Annual Salary	\$53,000.00 - \$58,000.00
Hour(s) a Week	35
Closing Date	Jan 24, 2020 (Or Until Filled)

General Description

The Career Specialist is responsible for providing advice, guidance and support to students seeking internships, or part- or full-time employment. 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 partnerships with these employers.

The Career Specialist helps students in their process of career exploration. This includes using online 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, industry based 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.

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 (noncredit) 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. The Career Specialist will perform related duties as assigned.

Other Duties

Additional Responsibilities Include:

- Building employer partnerships based on his/her industry sectors
- Developing industry specific knowledge, thereby becoming “the expert” in his/her assigned sectors
- Identifying internship opportunities with the Chairs of the academic departments
- Meeting with students regularly to assess their needs, discuss their majors, career plans, internship placements and addressing any issues or concerns
- Creating and leading student workshops that promote job-readiness
- Maintaining student internship and job data in an online Career Management System (i.e., Symplicity) in real time
- Planning and managing career development events

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Experience and/or knowledge in industries related to BCC majors 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, 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