
Job Title	Career and Work Readiness Specialist
PVN ID	BX-2203-004599
Category	Managerial and Professional
Location	BRONX C. C.
Department	Academic Success/CUNY EDGE
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 31, 2022 (Or Until Filled)

General Description

The CUNY EDGE program serves CUNY students collecting public welfare benefits. In partnership with the City's Human Resources Administration (HRA), CUNY EDGE supports public assistance recipients attending CUNY, meet HRA work rules, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses. Under the day-to-day supervision of the Director the Career and Work Readiness Specialist applies independent judgment in providing social services or support service to students, instructional staff, and administrative staff. Assists in developing program models or technical support to meet sponsor mandates and insures applications are consistent with program models. Assists in participant recruitment and outreach. Designs and leads intermittent workshops, seminars,, etc. in areas of specialization and at various sites. Assists in planning and conducting various events, ceremonies, job fairs, etc. Interfaces as needed with support staff from various college offices in resolving issues involving student needs or technical issues. Interfaces with vendors regarding instructional materials, equipment performance, training, and demonstrations. Meets with individual participants. Researches and prepares reports, collects and analyzes data, drafts manuals, writes newsletters, drafts policies and procedures, creates forms, makes presentations, and keeps confidential records.

Other Duties

- **The Career and Work Readiness Specialist, in addition to the above:** Reviews and screens applications; and conducts interviews. Assists in orientation and student facilitation efforts and facilitates groups. Drafts program assessments; assists in employer outreach, job creation, job referral and placement, career guidance, etc. Organizes internship programs. Prepares workshops on job readiness and job retention skills. Coordinates examination preparation workshops. Organizes field trips and off-site cultural and recreational events. Compiles and maintains retention data. Coordinates with other college and community services to support participants. Creates and preserves archives of program materials,

learning libraries, and other written, photographed, taped, and artistic materials; using appropriate technology; creates legal copies; catalogs materials. Coordinates collections with college librarians and other professionals as required; observes safety and confidentiality policies.

- Responsible for finding part-time and full-time employment for CUNY EDGE students
- Assist students with resume writing, interview preparation, and employment application and other job readiness skills
- Conduct job-training workshops, outside seminars and focus on all tool's students need to obtain employment
- Refer students to interested employers
- Refer graduates to job search activities
- Provide documentation of placements to Human Resources Administration and University
- Supervise job development assistant
- Assist students in accessing work-related or transitional benefits
- Attend monthly meeting with Central Office Placement Coordinator
- Perform such other related duties as assigned by the Director
- Maintain a well-organized networking system with programs within BCC, ARC, Poised, Future Now, Career Transfer Services
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- Perform such other related duties as assigned by the Director
- Maintain a well-organized networking system with programs within Bronx Community College

Qualifications

- **A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; OR, An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than one (1) year experience performing responsible related work; Possession of the core competencies determined to be required at the time of hire. Working knowledge of an information, learning, counseling or technical specialty as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc. AND:**
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, ability to listen and respond to the concerns/ideas of others;

- Ability to work under and meet deadlines, with changing priorities;
Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
Knowledge of community resources and networks of support for programs;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Knowledge of asynchronous and distance learning technology applications;
- Ability to use computer or other systems to accurately maintain records, log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to apply creative and technical knowledge to development of interactive learning applications;
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to work on a team, as well as work independently