

Job Title	Field Experience Counselor
PVN ID	HO-1706-001895
Category	Managerial and Professional
Location	HOSTOS C. C.
Department	Career Services
Status	Full Time
Annual Salary	\$35,000.00 - \$35,000.00
Hour(s) a Week	35
Closing Date	Jun 06, 2018 (Or Until Filled)

General Description

The ideal candidate for this position will play a central role in assisting with the Career Services and Cooperative Education program student intake and scheduling.

- Provide career counseling and planning to students, conduct vocational assessments to assist students with developing a sound career plan and matching with experiential opportunities.
- Coordinate scheduling of students and interns ensuring appropriate intake forms and assessment are completed.
- Entering student internship information in online system.
- Reviewing cooperative education forms and timesheets.
- Assist Co-op Coordinator with data entry of employer information.
- Contact current internship employers, verify and update contact information and update online system.
- Manage intake and schedule appointments.
- Prepare student intake reports.
- Assist with planning and set-up of campus events.
- Other duties as determined by the Career Services Director.

Other Duties

Qualifications

- BA/BS required.
- Experience in career services and with diverse university student populations.
- Sensitivity to cultural differences, and an ability to relate effectively to a diverse student population.
- Bilingual: English/Spanish preferred.

- Excellent oral, written, communication and presentation skills.
- Strong computer skills with advanced Excel.

**This is a grant-funded position.