
Job Title	Career Services Coordinator
PVN ID	HO-1902-002941
Category	Managerial and Professional
Location	HOSTOS C. C.
Department	CEWD - Allied Health Career Pipeline Pro
Status	Full Time
Annual Salary	\$60,000.00
Hour(s) a Week	35
Closing Date	Jun 19, 2019 (Or Until Filled)

General Description

Hostos Community College's Division for Continuing Education and Workforce Development was awarded a five-year, \$10.7 million Health Profession Opportunity Grant (HPOG) from the U.S. Department of Health and Human Services' Administration for Children and Families to operate the Allied Health Career Pipeline Program. This is the largest grant award in the College's history. This is the second time the College has been awarded a substantial HPOG grant. Each year, the Allied Health Career Pipeline Program successfully provided eligible New Yorkers with industry-recognized healthcare certificates and employment.

Please note: This is a grant funded program that ends September 29, 2020.

The Program is seeking a proactive, self-starter with demonstrated experience to lead a dynamic team. The Career Services Coordinator will assist the Director in overseeing the day-to-day responsibilities of the career services unit and its performance. The Career Services Coordinator will coordinate career focused programing for students, develop and maintain employer and community partnerships, successfully meet program goals, participate in workforce events/organizations, and constant networking. The program is a data driven program, with systems in place, however the Coordinator will have the opportunity to determine effectiveness of Career Services and implement ideas.

Other Duties

- Provide oversight and supervision to the career services team.
- Work as part of a team with the entire Program and other Hostos units.
- Provide career counseling, coaching and job retention assistance to students.
- As a team place over 200 students per year into jobs to meet grant goals.
- Carry student caseloads of 50 or more to assist with career pathways.

- Contact employers to identify job placement, internship and career advancement opportunities.
- Organize and participate in employment recruitment efforts.
- Develop and maintain active job opportunities.
- Assist with selection of students into various trainings.
- Review student resumes, provide mock interviews and other support services.
- Ensure program databases are maintained and accurate.
- Coordinate various events, including the Allied Health Business Advisory Council meetings and recruitment events.
- Research health sector trends to assist with developing allied health trainings, career-focused internships, and job placement.
- Facilitate career development workshops and preparation of workshops with instructors.
- Develop and update materials with instructors for career services workshops.
- Travel throughout the five boroughs to coordinate, develop and maintain workforce partnerships.
- Participate in networking/outreach opportunities and meetings at minimum twice a month.
- Evening work schedule at least twice a month, when needed. (Flexible hours, for example 11am-7pm).
- On occasion, Saturday work schedule required.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree and three years of experience in a job readiness program and/or health care employment training program
- Two years of management experience, required
- Two years of work experience with adult and youth in workforce development, preferred
- Excellent time management skills
- Experience working with diverse populations and individuals with barriers to obtaining employment
- Strong interpersonal and communication skills
- Proficient in Microsoft Word and Excel

Applications without cover letters will not be considered.