
Job Title	Career & Experiential Learning Advisor
PVN ID	LA-2511-007125
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career & Prof. Development
Status	Part Time
Hourly Rate	\$63.00-\$63.00
Hour(s) a Week	19.00
Closing Date	Jan 25, 2026 (Or Until Filled)

General Description

Reporting to the Director of Career Services and working closely with the Chair of the Natural Sciences Department, the part-time Career & Experiential Learning Advisor oversees and coordinates the Life Sciences Core Skills Training and Experiential Learning Program. The Advisor aids in student recruitment, engagement, and success through experiential learning, internship opportunities, and professional development activities. Working with faculty and staff from the Natural Sciences Department and the Center for Career & Professional Development, the Advisor promotes student involvement, improves employability skills, and ensures that academic learning aligns with practical career experiences in the life sciences.

This is a grant-funded, in-person position (with the option for some remote work) from January 12, 2026-September 6, 2026 through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Key Responsibilities:

Student Recruitment and Outreach

- Develop and execute a comprehensive Marketing and Enrollment Plan, identifying target audiences, outreach channels, and a timeline for implementation.
- Coordinate and share program announcements through email, website updates, social media, and other communication platforms.
- Organize and lead outreach activities, including information sessions and promotional events.
- Monitor and report engagement metrics such as attendance and social media reach to evaluate recruitment success.

Student Support and Engagement

- Provide individualized and group advisement to students regarding experiential learning opportunities, internships, and career pathways in the life sciences.
- Support students in identifying and securing internship placements aligned with their academic programs

and professional goals.

- Plan and deliver professional development workshops that focus on core competencies, including communication, teamwork, resume writing, interviewing, and workplace readiness.
- Maintain consistent student engagement through mentoring, communications, and follow-up support throughout the program cycle.

Data Management, Documentation, and Reporting

- Documentation verifying participation rates, including attendance records for each of the eight workshops and records of student attainment of up to four BCSI micro-credentials, career readiness digital badges, and a program completion certificate.
- Conduct and collect pre-, mid-, and post-internship survey results from both student participants and employer partners.
- Track attendance, employer engagement events, and workshops; and internship hours.
- Ensure accuracy, completeness, and compliance in all documentation, data, and reporting submissions.

Collaboration and Coordination

- Work collaboratively with the Life Sciences Internship Coordinator and Natural Sciences Faculty to ensure program goals and outcomes are achieved.
- Coordinate with faculty, staff, and employer partners to enhance experiential learning opportunities and student participation.
- Contribute to program evaluation and continuous improvement through data-informed insights and recommendations.

Other Duties

- Other duties as assigned

Qualifications

- Bachelor's degree in Education, Life Sciences, or a related field, along with 2-3 years of relevant experience.
- Strong organizational, administrative, and communication skills.
- Demonstrated ability to manage multiple projects and meet deadlines independently.
- Experience providing student support, academic advising, or career development guidance.
- Proficiency with Microsoft Office 365, Handshake, Symplicity, EAB Navigate, and data management or tracking tools.
- Ability to work independently and collaboratively in a team environment

Preferred Qualifications:

- Experience in higher education, particularly in experiential learning, internship coordination, or career services.
- Knowledge of student engagement strategies and professional development best practices in the

sciences.

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).