



Job Title	Accelerate, Complete, Engage (ACE) Career and Employment Spe
PVN ID	LE-1901-002923
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$55,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Mar 29, 2019 (Or Until Filled)

General Description

Position Description:

Accelerate, Complete, Engage (ACE) is a baccalaureate completion program based on the principles of the successful CUNY Accelerated Study in Associate Programs (ASAP). ACE is designed to increase timely graduation rates by removing the financial, academic, and personal obstacles that many students confront. Key ACE program features include a consolidated block schedule, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook assistance, and Metrocards or campus parking privileges for all students. Further information is available at www.cuny.edu/ASAP.

Reporting to the ACE Director, the ACE Career and Employment Specialist is a member of an integrated college team and is responsible for developing and coordinating career and employment activities and services for students enrolled in ACE.

Other Duties

Primary Duties:

- Conducts career development activities for full ACE program, including career assessments, job readiness workshops, resume, cover letter, and interview preparation, and industry panels and guest speaker events;
- Provides one-one-one job search assistance to students seeking employment and makes appropriate referrals to ensure students may work while maintaining a full-time course schedule;

- Collaborates with relevant offices at the college to access and maintain an extensive database of employer, service learning, and internship opportunities;
- Tracks student contacts on monthly basis and maintains accurate career development files for each ACE student;
- Promotes ACE student participation in college or CUNY-wide career activities (ie: Big Apple Career Fair and the CUNY Service Corps);
- Assists with ACE recruitment efforts;
- Collaborates regularly with ACE advisors to assess students' career needs;
- Reviews student tracking and outcomes data as a member of the ACE team;
- Performs other related duties as assigned by the ASAP Director.

Qualifications

Qualification Requirements:

- Bachelor's degree plus four years of relevant employment experience;
- Experience working in the field of career development, ideally in college settings;
- Significant knowledge of local employment resources and ability to match students' needs and skills to appropriate employment;
- Demonstrated ability to work both independently and as part of a team;
- Willingness to work evenings and weekends as needed;
- Strong organization, project management and facilitation skills;
- Ability to enter, monitor, and interpret student data accurately;
- Excellent written and oral communication skills;
- Strong computer skills (Microsoft Office required) and aptitude to learn new systems.