

Job Title	Career Advisor
PVN ID	LE-2002-003542
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Pathways to Student STEM Success Program
Status	Part Time
Hourly Rate	\$35.00-\$35.00
Hour(s) a Week	15.00-19.00
Closing Date	Sep 30, 2020 (Or Until Filled)

## General Description

Lehman College is seeking a Career Advisor for a recently awarded 5-year grant: ***Pathways to Student STEM Success (PTS<sup>3</sup>): Using High Impact Practices to Improve STEM Enrollment, Retention, Transfer and Graduation***. The Career Advisor would assist our STEM students in a variety of areas including resume and cover letter preparation, career exploration and social media profile building (LinkedIn profile). The successful candidate would also conduct workshops on career-related topics and work closely with the Office of Career Services.

About the Pathways to Student STEM Success Program (PTS<sup>3</sup>)

Pathways to Student STEM Success (PTS<sup>3</sup>) is a coherent and collaborative program that will engage senior and community college students in activities designed to build their social and cultural capital through: intensive advisement; master of academic content and skills; and participation in STEM activities that are central to STEM interest, efficacy, and success. PTS<sup>3</sup> will also address administrative barriers that plague transfer students through joint planning and collaborative implementation with Bronx Community College (BCC) and Hostos Community College (HCC).

## Other Duties

Responsibilities include the following:

- Work closely with the PTS<sup>3</sup> Campuses Director and Academic Advisor
- Provide cohorts with career advisement (including internships and REU's)
- Meet individually and in small groups to help students meet their career goals
- Track and maintain data on interaction with all students for monthly, biannually and annual reporting
- Counsel applicants and students on eligibility for financial aid programs and assist them in the application process
- Schedule and host events on a regular basis at academic partner institutions and at Lehman to promote transfer
- Assist PTS<sup>3</sup> team with special events

- May require evening and weekend hours occasionally
- Other duties as assigned

## Qualifications

---

Bachelor's degree in an appropriate area of specialization required, Master's degree preferred

- Minimum of two years of career advising
- Excellent written and communication skills
- Computer skills including MS Office (required) and CUNYfirst (preferred)
- Strong knowledge of assessment
- Experience in Strong Interest Inventory (SII) and/or Myers-Briggs Type Indicator (MBTI)
- Develop and facilitate career development workshops
- Collaborate heavily with other offices
- Social media experience a plus
- Must keep up with industry and employment trends
  - ONET
  - Occupational Outlook handbook
  - VAULT
- Knowledge of Career Management Systems such as Simplicity