

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 (PTS³): 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 (PTS³)

Pathways to Student STEM Success (PTS³) 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. PTS³ 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 PTS³ 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 PTS³ 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