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<b>Job Title</b>	Career Specialist (ACE)
<b>PVN ID</b>	LE-2211-005239
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Enrollment Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$68,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 10, 2023 (Or Until Filled)

## General Description

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Accelerate, Complete, and Engage (ACE) at Lehman College is a comprehensive program designed to help students complete their academic journey to the bachelor's degree within two years (transfer) or four years (freshmen). ACE provides a range of financial, academic, and personal support, including intensive academic advisement and career counseling, as well as tuition, textbook, and transportation assistance.

The ACE Career Specialist (CS) at Lehman College serves as a resource to ACE students and their academic advisors with regard to the development of professional skills and competencies, as well as career-related and co-curricular opportunities, including internships, externships, and research opportunities. The CS coordinates career-focused events and activities, such as career/industry panels and networking opportunities through partnership with student clubs/organizations, community partners, faculty, and college administrators. In collaboration with their advisors, CS monitors student progress toward developing critical career readiness skills and competencies. In addition to serving as a key liaison for career/professional development and internship at the College, the CS represents Lehman College at Career Specialist meetings at the CUNY ASAP|ACE Central Office.

## Other Duties

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Reporting to the ACE Director, the Career Specialist is a member of an integrated college team and has the responsibility of developing and coordinating career development and learning activities aimed at supporting students' academic, pre-professional, and post-graduation success. The CS's responsibilities include, but are not limited to:

\* Collaborate with student advisors to regularly assess students' career development, address post-graduation

preparation needs and provide engagement opportunities that support growth in NACE Career Competencies.

- \* Research, refine and create both on- and off-campus opportunities for students to engage in NACE competency growth. Develop processes for completion and evaluation of skills/personality assessments.

- \* Collaborate with ACE staff to develop engagement opportunities to increase student retention and persistence.

- \* Maintain accurate tracking and notes for students who engage in career development opportunities.

- \* May provide coaching to peer mentors and student ambassadors to engage students in career-related conversations and explorations.

- \* Performs related duties as assigned by the Program Director.

## Qualifications

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### MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate discipline and four years relevant professional experience, with one year directly related to providing career guidance.

### PREFERRED QUALIFICATIONS

- \* Master's degree in an appropriate discipline (e.g. education, counseling, social sciences, industrial and organizational psychology, human resources and services, etc.).

- \* Experience working in the area of career and professional development, preferably in college setting.

- \* Familiarity with guiding principles and promising practices promoted by prominent career development associations (e.g. National Association of Colleges and Employers, National Career Development Association, etc.).

- \* Knowledge of local employment resources and ability to align students' needs and skills to appropriate employment opportunities.

- \* Demonstrated ability to work both independently and as part of a team.

- \* Solid organization, project management, communication (written and oral), and facilitation skills.

- \* Strong data management and computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed.

- \* The ability to incorporate an anti-racist and anti-oppressive lens into day-to-day work

- \* Experience with CUNYfirst (PeopleSoft), a plus.