
Job Title	CUNY EDGE CAREER SPECIALIST
PVN ID	NY-2207-004937
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	CUNY EDGE Program
Status	Full Time
Annual Salary	\$54,500.00 - \$58,900.00
Hour(s) a Week	35
Closing Date	Sep 30, 2022 (Or Until Filled)

General Description

New York City College of Technology (City Tech) of the City University of New York (CUNY) is a comprehensive college of over 17,000 students in downtown Brooklyn, offering associate and baccalaureate degrees in technology and health-related degree programs, other career-oriented degrees, and liberal arts transfer degrees in its Schools of Arts and Sciences, Technology and Design, and Professional Studies. We are the largest public college of technology in New York State and exceptional in that we go beyond traditional class offerings to create a high-tech, hands-on educational experience for our students, to prepare them for a rapidly changing world. For the last five years, City Tech has been among the leaders in the diversity of the students it serves among all Comprehensive Colleges/Bachelor's (North) in the annual survey by U.S. News and World Report. Students and faculty come from more than 120 countries and speak more than 85 languages, with many students the first in their families to attend college. Visit www.citytech.cuny.edu for more information.

CUNY EDGE (Educate, Develop, Graduate, and Empower) is funded and operated in partnership with the City's Human Resources Administration (HRA). CUNY EDGE serves all CUNY community and senior college students receiving public assistance benefits. CUNY and HRA have an established relationship spanning more than 20 years to support public assistance recipients attending CUNY colleges. In particular, CUNY EDGE assists students with meeting HRA-related work obligations, graduating in a timely manner, and securing gainful employment to achieve self-sufficiency. For further information, visit <http://www.citytech.cuny.edu/edge/>

Reporting to the CUNY EDGE Director, and working in collaboration with the Fellowship Program (FP) Coordinator and other program team members, the Career Specialist works strategically to support all program participants. The Career Specialist must possess extensive knowledge of student development as s/he plays a pivotal role in establishing and maintaining consistent career advisement sessions with students to help them with workforce preparation, leadership development, and community engagement. In addition, the career specialist is responsible for the coordination of all internal and external career-related events leading to internships, networking, and viable employment opportunities.

Other Duties

- Develop and facilitate career-related curricula: personal and professional career development seminar series; job readiness, resume writing, cover letters, researching career options, developing career pathways, mock interviews, civic engagement, and soft skills, and others as required;
- Conduct individual and group career advisement sessions
- Administer, interpret, and discuss student career self-assessments;
- Coordinate and host industry-specific employers, guest speakers, networking events, and an annual career fair;
- Identify on-campus placement sites for HRA Fellowship Program (FP) participants, which includes creating and maintaining collaborations with other college offices, assisting with FP timesheet collection, submission, and processing payroll;
- Assist with student recruitment, onboarding, and FP orientations;
- Meet with students to address any immediate employment needs;
- Increase career awareness, career-readiness, and networking skills using an “intrusive” and developmental advisement model;
- Adhere to a career pathways model to ensure students are preparing for “careers” versus “jobs;.”
- Identify employers that lead to seasonal, permanent, and major-related careers;
- Assist students with applications for internships, scholarships, opportunities, and graduate programs;
- Help students incorporate technology into their job search;
- Create and maintain a shared electronic folder with industry-related employer, internship, and volunteer sites;
- Complete data entries, inquiries, and reports timely and accurately;
- Maintain updated and relevant information boards;
- Provide exceptional customer service;
- Understand all of the college’s degree offerings;
- Become proficient with all HRA and CUNY policies, the Family Rights and Privacy Act (FERPA), and other regulations governing the confidentiality of student records;
- Attend meetings, and represent City Tech and CUNY EDGE as required
- Collaborate with faculty and other campus programs;
- Work in coordination with the Professional Development Center (PDC) as necessary;
- Participate in professional development opportunities;
- Perform related duties; and other duties of lower-level positions when necessary; perform other duties as assigned

Qualifications

- Bachelor's degree and at least three years of relevant experience required, preferably in higher education or social service setting serving low-income populations;
- Excellent written, oral, analytical, and editing skills;
- Detail-oriented with strong organizational and facilitation skills;
- Ability to perform data entries, inquiries, monitor, and interpret student data
- Knowledge of “intrusive” and developmental advisement model;
- Proven knowledge in employing strategies to help students meet their educational, employment, and

career goals;

- Experience developing and managing partnerships and relationships;
- Proficiency in Microsoft Office required (Excel or Access), survey tools, databases; and aptitude to learn new systems
- Experience collecting, reporting, and using data to make strategic decisions;
- Proactive and flexible, with the ability to establish plans and manage a varied workload, deadlines, and conflicting priorities;
- Strong team contributor while also managing individual day-to-day responsibilities independently;
- Willingness to work some evenings and weekends, as required