
Job Title	Experiential Learning Student Mentor/Corporate and Faculty L
PVN ID	QB-2112-004454
Category	Administrative Services
Location	QUEENSBOROUGH C. C.
Department	Academic Affairs
Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	20.00-30.00
Closing Date	Mar 14, 2022 (Or Until Filled)

General Description

As part of the Career Services office team and in support of the apprenticeship program in the Office of Academic Affairs (OAA), the Experiential Learning Student Mentor/Corporate and Faculty Liaison is responsible for developing and executing successful participation in paid apprenticeship and internship opportunities and to help foster students' professional growth and development. Candidates will have strong relationship management skills, career coaching and /or mentoring capabilities and experience engaging with people at all levels.

Other Duties

Reporting to the dean for institutional effectiveness in OAA and supporting the work of the Experiential Learning Specialist in Career Services, the Experiential Learning Student Mentor/Corporate and Faculty Liaison will:

- Build relationships with students, faculty and staff and corporate partners through on-going in-person and remote communication.
- Closely mentor students engaged in apprenticeships/internships throughout their experience to ensure their understanding of their roles, responsibilities, expectations and maintain records of all communications.
- Serve as a liaison to corporate supervisors at companies hosting apprentices and interns and maintain records of communications.
- Partner with faculty supporting students engaged in experiential learning to promote understanding of student roles, responsibilities, expectations and performance.
- Establish a method of tracking and reporting apprenticeship participation and regularly update program data.
- Communicate challenges to the Experiential Learning Specialist and to appropriate parties as needed.
- Assist the Experiential Learning Specialist with developing paid internships for QCC students.

- Assume other duties as assigned.

Qualifications

- BA/BS required with preferred areas of concentration: Business Administration (Accounting, Finance, HR, Management, and Marketing), Secondary Education; Master's in Counseling (or currently in a Master's in Counseling program) or related area a plus.
- At least three years related experience with academic advising and/or mentoring, career coaching, relationship management, education or customer service.
- Effective interpersonal and public communication skills needed to cultivate customer relations with a diverse constituency of corporate, academic (faculty & staff) and student apprentices and interns.
- Strong work ethic, evidence of professionalism, and ability to work independently.
- Capacity to manage time and priorities and be adaptable.
- Able to travel locally as needed.
- Proficiency with MS Office Suite and familiarity with conferencing platforms (Zoom and Blackboard).