Job Title: Academic ASAP Career & Employment Specialist

Job ID: 13449

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

ASAP helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

Reporting to the ASAP Director, the ASAP Career and Employment Specialist is a member of an integrated college team and has the major responsibility to develop and coordinate career and employment activities and services for students enrolled in ASAP.

- Conducts career development activities for full ASAP program including, but not limited to: career assessments, job readiness workshops, resume and cover letter preparation, interview techniques, job skills, and organizes industry panels and guest speakers.
- Provides one-on-one job search counseling to students seeking employment and makes appropriate referrals to ensure students may work while maintaining a full-time course schedule.
- Develops and maintains relationships with employers that can lead to recruitment and hiring.
- Creates and maintains an extensive database of employer, service learning, and internship opportunities.
- Tracks and reviews student contacts on monthly basis, maintains accurate career development files for each ASAP student, and recommends appropriate actions plans to promote and ensure student success.
- Promotes ASAP student participation in college or CUNY-wide career activities (ie: Big Apple Career Fair and the CUNY Service Corps).
- Assists with ASAP recruitment efforts.
- Collaborates with ASAP advisors to regularly assess students’ career needs.
- Reviews student tracking and outcomes data as member of ASAP team.
- Performs related duties as assigned by the ASAP Director.

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs and, through the CUNY Graduate Center, participates in 7 doctoral programs. The College enrolls approximately 14,000 students and employs over 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Georgian-style buildings house 300 classrooms, laboratories, instructional
spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure and is developing a high performance computing center that will support technology-based research, teaching, and learning throughout CUNY.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The ASAP Program at CSI provides associate and pre-baccalaureate degree students with a range of academic, personal, and financial support to complete both their baccalaureate and associate degrees as quickly as possible. CSI's ASAP program provides comprehensive and personalized academic advising, career counseling, academic support services, MTA MetroCards, tuition waiver, and additional financial support for textbooks. ASAP also offers special class scheduling options, priority registration, and consolidated learning communities to ensure that ASAP students get the classes they need and are in classes with fellow ASAP students.

MINIMUM QUALIFICATIONS

Bachelor's degree (master's preferred) in an appropriate discipline and four years related experience. The ideal candidate will have:

- Experience working in the field of career development, ideally in college settings
- Significant knowledge of local employment resources and ability to match students' needs and skills to appropriate employment
- Demonstrated ability to work both independently and as part of a team
- Willingness to work evenings and weekends as needed
- Strong organization, project management and facilitation skills
- Ability to enter, monitor and interpret student data accurately
- Excellent written and oral communication skills
- Strong computer skills (Microsoft Office required) and aptitude to learn new systems

COMPENSATION

$42,873 - $55,782; Commensurate with experience

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment," "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, 3 letters of recommendation (if available) and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

--Reopened--
March 13, 2016
**Previous applicants need not reapply.
JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.