

Job Title: Student Career Program Specialist - New Student Orientation
Job ID: 1610
Location: College of Staten Island
Full/Part Time: Full-time
Regular/Temporary: Regular

**GENERAL
DUTIES**

- Administers career development programs and services in a College or Unit.
- Assists in developing and implementing career planning programs and services.
 - Takes a lead role in a portfolio of ongoing programs, such as orientation or workshop programs
 - May supervise a unit or program, hiring, training, and managing staff
 - Consults with faculty, staff, administrators, and employers regarding students' career development needs
 - Assists in collection, tabulation and analysis of outcomes data for students and other stakeholders, as well as research of employment and market trends
 - Assists in policy development and strategic planning/special projects.
 - Serves as a liaison to student groups, clubs, and athletic organizations.
 - Represents career office on college committees, conferences, and to the College community at large
 - Conducts outreach programming, orienting employers and other constituents to services
 - Performs related duties as assigned.

Job Title Name: Student Career Program Specialist

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

PREFERRED QUALIFICATIONS

Master's degree preferred in higher education/student affairs administration, counseling, multi-ethnic studies or related field plus two to four years related experience. Prior experience working with issues of inclusive excellence, social justice and diversity is critical,

along with an understanding of the academic and personal needs of students in a multi-cultural urban college environment.

COMPENSATION

\$42,873 - \$74,133

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

Go to www.cuny.edu, click on Careers at CUNY and navigate to Careers at CUNYfirst.

CLOSING DATE

November 23, 2009 (Search extended)

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.