Job Title: Career Specialist – ASAP|ACE

Job ID: 24773

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

CUNY’s Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are graduation and retention programs offered at twelve CUNY colleges. These programs help students to stay on track and graduate by providing a range of financial, academic, and personal supports, including personalized advisement, career counseling, tutoring, waivers for tuition and additional financial assistance to cover the cost of textbooks.

The ASAP|ACE Career Specialist (CS) at CSI serves as a resource to ASAP|ACE students and their student advisors in regard to development of professional skills and competencies, as well as career-related and co-curricular opportunities, including internships, externships, and research opportunities, etc. In conjunction with the Center for Career and Professional Development (CCPD), 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 student 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, CS represents CSI at Career Specialist meetings at the CUNY ASAP|ACE Central Office.

Reporting to the ASAP|ACE Program 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. In addition to the CUNY Title Overview, the CS’s responsibilities include, but are not limited to:

- Collaborates with student advisors to regularly assess students’ career development and post-graduation preparation needs;
- Researches, refines and expands both on- and off-campus opportunities for students to engage in NACE competency growth;
- Develops processes for completion and evaluation of skills/personality assessments
• Collaborates with ASAP\ACE staff to develop engagement opportunities to increase student retention and persistence;
• May provide coaching to peer mentors and student ambassadors for engaging students in career-related conversations and explorations; and
• Performs related duties as assigned by the Program Director.

QUALIFICATIONS

Bachelor’s degree (Master’s preferred) in an appropriate discipline and four years related experience.

Preferred qualifications include:

• 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.
• Experience with CUNYfirst (PeopleSoft), a plus.

CUNY TITLE OVERVIEW

Accelerated Study in Associate Programs (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 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 (i.e.: 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

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

$51,242 - $66,670

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

September 30, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.