Job Title: Career Specialist  
Job ID: 24774  
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.

Under the direction of Associate Director, the Career Specialist will:

- Take individual and group appointments to provide advisement and consultation to students and alumni, including 15-minute drop in sessions.
- Develop/facilitate programs, events and services to educate and inform students and alumni about career planning, internship and job search planning and preparation, and special opportunities.
- Assist students and alumni in career exploration, self-branding, competency based interviewing, job and internship search, and network building from a variety of academic disciplines.
- Coordinate special programs including the Center's Online CLUE program, Faculty/Staff Partner Program, Resume Project, on campus Employer Workshop Series, on campus Employer Tabling Program, on campus Career Pop Up Program, and others.
- Present on campus and virtual workshops on career topics, including workshop coordination for employer presenters; Conduct on campus and virtual structured workshops, special topics programs and career exploration/readiness presentations for academic departments, campus Cohort Programs such as Macaulay Honors College, Verrazzano School, SEEK, ASAP, CStep, Student Accessibility, Global Engagement, and other student services offices such as Recruitment and Admissions (New Student Orientation, New Student Open Houses), and others.
- Conduct presentations at meetings of student clubs/organizations and classes.
• Assist in internship and job development with recruiters and employers through Handshake and in person, telephone, email, and LinkedIn outreach
• Work closely with Senior Career Manager in data collection and completion of reporting documents

QUALIFICATIONS

Bachelor’s Degree and four years related experience required.

Preferred qualifications include:

• Ability to multi-task
• Excellent written and oral skills required
• Knowledge of current transformational career trends
• Respect for a diverse student population and ability to comfortably interact with employers and faculty.

CUNY TITLE OVERVIEW

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
CUNY TITLE
Higher Education Assistant

FLSA
Exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

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

**Reposted; previous applicants need not reapply.

October 20, 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.