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| <b>Job Title</b>      | Career Readiness Coach         |
| <b>PVN ID</b>         | HO-2401-006080                 |
| <b>Category</b>       | Instruction and Social Service |
| <b>Location</b>       | HOSTOS C. C.                   |
| <b>Department</b>     | Career Services                |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$48,693.00 - \$48,693.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Apr 11, 2024 (Or Until Filled) |

## General Description

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Under the day-to-day supervision of the Director/Assistant Director, applies some independent judgment in providing career services to students. Designs and leads workshops, orientations, organizes industry site visits and other career-related student activities with students. Researches and prepares reports, collects and analyzes data. Creates forms, makes presentations, and keeps confidential records. Utilizes reporting and tracking systems. Makes appropriate student referrals. Carries out plans for job fairs, career days, etc. of varying size and complexity.

The CTE Career Coach position involves overseeing the Career Hub and collaborating with faculty to ensure students receive comprehensive career readiness support. The responsibilities will extend to professional development for faculty, engagement with labor market data, and facilitation of experiential learning opportunities within CTE programs, focusing on academic programs including but not limited to education, community health, and aging and health studies.

## Other Duties

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- Manage and enhance the Career Hub, serving as a central career services and engagement resource for CTE students in education, community health, and aging and health studies programs.
- Provide CTE students one-on-one career counseling, assisting with individualized career plans, and with industry-specific professional development and job seeking expectations such as resume and cover letter content and formats, appropriate job search and networking strategies, types of interview questions, portfolio content, etc.
- Serve as faculty liaison for CTE students' Career readiness and experiential learning activities. Collaborate with faculty to establish and maintain relationships with industry partners, securing and promoting major-relevant opportunities for experiential learning,
- Propose, develop, and implement events, resources, programs, and initiatives that enhance students' career readiness and align with Perkins CTE requirements.

- Collaborate with student services offices including the Accessibility Resource Center to engage students registered with the office in career activities and events.
- Identify and provide career counseling for students preparing for nontraditional fields
- Facilitate professional development sessions for campus community to stay abreast of industry changes, emerging technologies, and pedagogical advancements.
- Identify opportunities for faculty collaboration with Career Services to better facilitate student success.
- Conduct research and analyze labor market data to identify trends, in-demand skills, and potential career pathways for CTE students.
- Maintain up-to-date and compliant postings for internships, apprenticeships, and other employment opportunities as applicable.
- Coordinate and support experiential learning initiatives at Hostos, ensuring students gain valuable practical experience in their respective fields.

### **Recordkeeping and Reporting:**

- Communicate with experiential learning program stakeholders and students, maintaining records and timely monthly/annual reporting.
- Produce and share regular updates on any changes in trends and labor market data within the assigned Career Hub.
- Communicate with faculty and students to gather and relate data, observations, and feedback.
- Maintain records of student career portfolios and services, following up with Career Hub and Experiential Learning participants to track outcomes and share and celebrate student successes.
- Gather and organize data on past and present Experiential Learning and Career Hub participants, including services to special populations defined by Perkins, surveying and reporting findings as requested.
- Ensure accurate and timely updates of digital and physical files and reports.
- Additional responsibilities and duties specific to the position may be adjusted based on grant requirements and expectations

## **Qualifications**

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- Bachelor's Degree in a related field. Preference for candidates with Master's Degree or continuing education Post-Baccalaureate.
- Experience working in career counseling, advising, or coordination, preferably in a higher education setting and/or working with diverse populations.
- Bilingual candidates preferred.
- Familiarity with Perkins CTE requirements and regulations.
- Strong understanding of labor market trends and the ability to interpret data for educational purposes.
- Excellent interpersonal, reading, writing, and oral and written presentation and communication skills.
- Experience researching topics and creating reports.
- Ability to collaborate effectively with faculty, students, staff, and industry partners.
- Experience using Microsoft Office Word, Excel, and PowerPoint. Preference for candidates with experience using CUNYFirst, Symplicity, LinkedIn, and/or Handshake.

This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in the office and 30% remote (3 days) during every two-week payroll cycle. Remote work arrangements

are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. CUNY offers a Summer Four-Day Workweek Plan from late June through mid-August