



Job Title	Career Counselor
PVN ID	JJ-2306-005691
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 22, 2023 (Or Until Filled)

General Description

The John Jay Institute for Justice and Opportunity seeks a full-time **Career Counselor** to provide programmatic support for Career Pathways programs and services. The Career Counselor will assist students in the Navigator Course, College Initiative, Fellowships, as well as alumni of any of these programs.

ABOUT THE INSTITUTE:

John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system as a champion of institutional, structural, and personal transformation. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, and technical assistance. To learn more please visit our website: <https://justiceandopportunity.org/>

Responsibilities Include, but not limited to:

- Utilize major and career assessments of students to prepare for conversations pertaining to career counseling
- Meet regularly with students to provide career counseling, which includes counseling pertaining to obtaining a career, promotion, and professional development
- Co-create individualized resumes and cover letters with students to prepare them for applying for careers
- Coproduce a 1-year career roadmap with each graduating Navigators, actively engaged college students, recent graduates, Tow Fellows, and alumni in road mapping workshops
- Provide assistance in creating and improving LinkedIn profiles to enhance students' online presence for future employers, including providing headshots, best practices, and social media 101

- Learn and continue education on navigating barriers (licensures, background checks, etc.) to career's in New York State for justice impacted individuals
- Develop and maintain partnerships with community-based organizations to be aware of what certificates, degrees, and professional development they are seeking in future candidates
- Event plan and carry out networking events, job fairs, and professional development workshops for different programs at the Institute on a quarterly basis

Other Duties

- Collaborate with other program staff to develop partnerships for host sites for the Tow Fellowship and Navigator Course
- Input notes into Salesforce for attendance at events, career counseling, and career placement, and ensure its up to date
- Increase the Institute and Career Pathways' visibility through social media platforms
- Be available and hold regular drop in hours for students to ask career related questions and quick resume/cover letter help
- Additional duties as assigned

Qualifications

- A Bachelors' degree or advanced degree in a related field required;
- At least two years of experience providing career counseling and/or direct service to students and/or justice impacted individuals
- Prior knowledge of employment related barriers that justice impacted individuals face
- Demonstrated ability to respond calmly and thoughtfully to emergencies and develop solutions in partnership with colleagues, students and relevant stakeholders
- Preexisting connections to community-based organizations, and understanding of the importance and enjoys networking
- Experience in event planning
- Innovative spirit and willingness to learn
- Ability to work independently and collaborative in an environment that requires both
- Excel, Powerpoint, and database skills required, Salesforce experience a plus
- Excellent customer service skills for interacting with students, faculty, consultants, facilities staff, and other program partners
- Commitment to delivering trauma-informed services
- Commitment to anti-racism work and social justice

PLEASE SUBMIT RESUME AND COVER LETTER

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by

applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.