

<b>Job Title</b>	Career Advisor for Employer & Community Relations
<b>PVN ID</b>	LA-2403-006185
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Center for Career and Professional Devel
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$72,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 10, 2024 (Or Until Filled)

## General Description

LaGuardia Community College (LaGCC) is seeking an experienced and dedicated individual to fill the position of Career Advisor for Employer & Community Relations within the ACCES Pre-Employment Transition Services Program. This grant-funded role is instrumental in facilitating the successful transition of students with disabilities from postsecondary education to meaningful employment opportunities. Reporting to the Director of the Center for Career and Professional Development, the Career Advisor is responsible for building relationships and creating awareness among corporate and community organizations about the benefits of hiring LaGuardia Community College students and graduates, and of the services of the Career Center. In this position, the Career Advisor will be responsible for job posting, recruitment, and hiring activity for the ACCES Pre-ETS cohort, and for generating increased external support for these students.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

### Responsibilities:

- As part of the ACCES Pre-ETS Career Advisors team, work externally to identify employers and employment opportunities to ensure students access job and experiential learning opportunities.
- Collaborate in establishing partnerships with employees, staff, faculty, alumni, and students to provide career-related expertise, foster employer/alumni relationships, and develop job opportunities.
- Assist with developing employer partnerships for industry-specific career opportunities in conjunction with academic departments and alumni.
- Interact with the external community to foster the development of employer partnerships leading to a formalized employer partnership program.
- Facilitate vocational assessment, resume writing, interviewing techniques, networking, and branding, among other career preparation skills, individually and in groups.
- Leverage technology and social media to provide resources, services, and opportunities for students, alumni, and employers.
- Analyze placement data and identify employment trends to provide optimal opportunities for students.

- Maintain awareness of current developments in higher education and make recommendations based on best practices and research.
- As an ACCES Pre-ETS Career Advisor, participate in career development programs coordinated by the Career Center, including, but not limited to, job placement fairs, workshops, and employer seminars.
- As part of the ACCES Pre-ETS Career Advisor team, coordinate promotional materials, i.e., news releases directed to college administrators, faculty liaisons, student organizations, etc.
- Participate in team meetings and coordinate with the Office of Accessibility staff to ensure students are supported with career services.

## Other Duties

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- Other duties as assigned

## Qualifications

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

### **PREFERRED QUALIFICATIONS**

- Master's degree in higher education or related field.
- At least four or more years of proven work experience, including strong contacts in corporate and non-profit communities.
- Experience with and working knowledge of current higher education practice, theory, and research.
- Knowledge and implementation of programs for a diverse student population, and evidence of successful college-wide collaborations.
- Strong interpersonal, oral and written communication skills.
- Membership in career-related professional associations.
- Proficiency in Microsoft Office Suite, career-related software and social media.

### **About LaGuardia Community College**

LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than 60 associate degree and certificate programs. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce.

In 2022, LaGuardia served over 23,000 students in pre-college, associate degree, and continuing education programs. More than one-third of LaGuardia students are foreign-born. They come from 130 countries and speak 54 heritage languages. More than half (54 percent) are first-generation college students. Virtually all students are ethnic minorities (88 percent), 57 percent are women, 29 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, almost double the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Seventy-three percent of LaGuardia students receive some form of government financial aid.