

Job Title	Career and Experiential Learning Advisor
PVN ID	LA-2403-006186
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career and Professional Devel
Status	Full Time
Annual Salary	\$72,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	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 and Experiential Learning Advisor 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 and Experiential Learning Advisor is responsible for developing and implementing an experiential learning program for the ACCES Pre-ETS cohort. Key elements of the experiential learning efforts are: (1) assisting students with acquiring experiential learning opportunities related to the career and technical education program they are enrolled in; (2) building partnerships with employers to develop experiential learning opportunities; and (3) assisting students with job readiness services and connections to internship and employment opportunities.

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

Responsibilities:

- Conduct individual/group consultations for ACCES Pre-ETS student cohort, develop and facilitate innovative workshops, and manage, develop, and advertise the opportunities and related career services available through the Center for Career & Professional Development.
- Assist students with job readiness services/workshops and internship/employment search strategies.
- Develop and track experiential learning opportunities with employers that align with degree programs; establish referral process with employer representatives and manage the employment process until the student start date.
- Facilitate placement of students in experiential learning opportunities related to their major, monitor students' on-site assignments, and develop support documentation for academic credit and/or university recognition where applicable.
- Conduct site visits to include campus, local, and regional employers to maintain relations and expand experiential learning and employment opportunities, promoting out-of-the-classroom experience and

learning activities related to students' career pathway.

- Participate in area business, not-for-profit associations, and chamber of commerce activities emphasizing relationship development.
- Collaborate with other departments/student services to effectively market experiential learning through outreach programming. Promote the accessibility of experiential learning postings and experiential learning job-search strategies.
- Using the Experiential Learning module in Symplicity, and ensure all students are entered into Symplicity related to all career services; and track industry outreach.
- Maintain up-to-date written guidelines outlining procedures to be used as they relate to ACCES Pre-ETS experiential learning processes.
- Maintain critical communications with supporting departments, i.e., the Office of Accessibility, Student Advising Services and Academic Departments.
- 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 Office of Accessibility staff to ensure students are supported with career services.

Other Duties

- Other duties as assigned

Qualifications

- 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 developing business partnerships and internship placement.
- 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.
- Membership in career-related professional associations.
- Proficiency in Microsoft Office Suite, career-related software, and social media.
- Strong interpersonal, oral and written communication skills.

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.