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| <b>Job Title</b>      | Transition to College and Career Specialist |
| <b>PVN ID</b>         | LA-2503-006754                              |
| <b>Category</b>       | Instruction and Social Service              |
| <b>Location</b>       | LAGUARDIA C. C.                             |
| <b>Department</b>     | Career Development Center                   |
| <b>Status</b>         | Full Time                                   |
| <b>Annual Salary</b>  | \$68,000.00 - \$68,000.00                   |
| <b>Hour(s) a Week</b> | 35  |
| <b>Closing Date</b>   | May 13, 2025 (Or Until Filled)              |

## General Description

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The Transition to College and Career Specialist for the Mental Health Peer Specialist (MHPS) Pathway is responsible for providing dedicated support to students in the MHPS program at LaGuardia Community College. Reporting to the Senior Director of the Career Development Center and collaborating with the Program Manager of the Mental Health Peer Specialist program, this role will help students navigate the process of obtaining their Peer Specialist credential, support their transition into college or further education, and assist them with career development as they progress toward leadership roles in the mental health field.

The MHPS program, is designed to address the urgent need for mental health services following COVID-19 while promoting economic mobility for individuals with lived experience of mental health challenges. With a focus on low-income communities and communities of color, the MHPS program provides critical training, certification, internships, and job placement support for individuals aspiring to work as Mental Health Peer Specialists.

This specialist will assist in guiding MHPS alumni through post-program educational opportunities, internships, job placements, and career advancement, working to connect them with academic resources, mental health employers, and relevant community partners.

### Key Responsibilities:

- **Support for Transitioning Students and Alumni:**
  - Guide MHPS participants and alumni in transitioning from the program into further education, such as enrolling in college for an Associate's, Bachelor's, or master's degree in social work, psychology, human services or other related majors.
  - Provide individual counseling to assist students with college applications, course selection, and understanding degree requirements. Offer guidance on navigating financial aid options and securing scholarships.
  - Work with alumni to help them advance in their careers, identify opportunities for further certifications, and connect them with job promotions or new job opportunities in mental health services.

- **Career and Academic Planning:**
  - Develop individualized career development plans with MHPS participants, focusing on goals for job placement, promotion, and educational advancement.
  - Provide career counseling, resume building, job search strategies, interview preparation, and career exploration resources.
  - Assist MHPS graduates with the application process for obtaining the New York State Peer Specialist Credential, including guidance on submitting application materials and preparing for certification.
- **Internship and Job Placement Support:**
  - Collaborate with internship and employer partners to ensure MHPS students are placed in suitable internships that align with their career interests and educational goals.
  - Act as a liaison between LaGuardia Community College and partner organizations, ensuring the smooth transition of MHPS participants from training into internships and permanent positions.
  - Coordinate job fairs, employer panels, and networking events to connect students with potential employers in the mental health field.
- **Program Support and Partnerships:**
  - Foster strong relationships with community-based organizations, mental health providers, and local employers to increase internship and employment opportunities for MHPS participants.
  - Work closely with LaGuardia's faculty and staff to ensure MHPS students are receiving necessary academic support during their transition to college and career paths.
  - Support MHPS alumni through their continued academic and professional journeys, offering consistent follow-up and resources to help them succeed and advance in the mental health field.
- **Program Enhancement:**
  - Continuously gather feedback from participants, alumni, and employer partners to improve program delivery, support services, and career pathways.
  - Help refine the program's curriculum, internship placements, and job placement strategies based on participant outcomes and evolving industry needs.

## Other Duties

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## Qualifications

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- Bachelor's degree in Education, Social Work, Counseling, Psychology, or a related field. Master's degree preferred.
- Minimum of 2 years of experience in higher education, student services, career counseling, or a related field, ideally with a focus on individuals with lived mental health experience.
- Knowledge of the Mental Health Peer Specialist certification process and experience working with peer specialists or similar roles is highly preferred.
- Experience supporting underrepresented and marginalized populations, particularly individuals with lived experience of mental health challenges, is essential.
- Strong understanding of mental health services, peer support models, and the mental health job market.
- Experience with college admissions, financial aid, and career development for diverse student populations.
- Strong interpersonal, communication, and organizational skills with the ability to work collaboratively

across multiple teams and with diverse stakeholders.

- Commitment to social justice and helping individuals from disadvantaged backgrounds access education and career opportunities.
- Familiarity with digital literacy tools and telehealth platforms, as MHP students are trained in using Microsoft Office Suite, case notes, electronic health records, and remote work tools.
- Fluency in a second language, especially Spanish, is a plus.
- Experience in developing and implementing workshops or group support programming for students and alumni.

### LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.