



Job Title	Educational Case Manager
PVN ID	LA-2510-007075
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Ctr for Immigrant Education & Training
Status	Part Time
Hourly Rate	\$45.00-\$45.00
Hour(s) a Week	15.00-19.00
Closing Date	Dec 21, 2025 (Or Until Filled)

General Description

The Center for Immigrant Education and Training (CIET) in the Division for Adult and Continuing Education (ACE) at LaGuardia Community College offers free English for Speakers of Other Languages (ESOL) programs contextualized to civics, parent engagement, and workforce development, along with career counseling and case management services to low-income immigrant adults. Our goal is to support students in becoming life-long learners and independent, contributing citizens of New York. The Educational Case Manager will report to the Director of Center for Immigrant Education and Training.

The primary responsibilities of this in-person position will be:

- Counsel and advise clients on their career, academic, and social service needs
- Review student intake forms to assess student needs, coordinate appropriate referrals/events, and incorporate guest speakers for informative workshops
- Lead in-class workshops and one -on-one follow-up sessions, including college and career workshops
- Advise clients about career ladders and alternative pathways for immigrants
- Assist students with completing education and employment plans
- Track student progress, attendance, and satisfaction while completing all data entry tasks in compliance with funder and university requirements
- Identify and establish referral relationships with relevant partner organizations, social service agencies, and other CUNY departments to support client needs

Other Duties

- Other duties as assigned

Qualifications

- Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; Master's degree preferred.
- Relevant experience in counseling individuals and/or leading workshops
- Strong awareness of the barriers facing English language learner and internationally trained professional (ITP) immigrants looking to integrate into US workforce and academic environments.
- Some weekday evening hours required (approximately 5-8 pm) to accommodate evening student schedules.
- Familiarity with strengths-based, culturally competent approaches.
- Bi-lingual preferred.
- Familiarity with the healthcare, construction or food service sectors preferred.

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