Career Specialist NTA Job Description

The CUNY School of Labor and Urban Studies seeks applicants for a part-time Career Specialist position for Fall Semester 2019. The CUNY School of Labor and Urban Studies (SLU) offers undergraduate and graduate degree programs in Labor Studies and Urban Studies that are designed to meet the needs of working adults as well as traditional-age college students who seek to learn more about the challenges confronting poor and working class populations in the workplace and in the community. It also collaborates with other units of CUNY to offer a range of college-credit programs designed to give workers the academic and technical skills they need for professional advancement. Its faculty includes distinguished scholars in the social sciences as well as expert practitioners in government, labor, and public service.

The Career Specialist will provide services to graduate, undergraduate and certificate program students (many of whom are returning to school after an extended time away) and will work with advising staff in promoting these services.

General Duties:

- Provide career advising services to students to assist in career goal setting and help students in obtaining necessary resources in support of their career plans.
- Provide students with career advisement specific to public sector/NYC government agencies, labor unions, nonprofit, social justice and community organizations.
- Assist students in creating and developing resumes, cover letters, portfolios, interviewing skills and other tools required to conduct a successful job search.
- Manage relationships with employers, unions, worker advocacy organizations, partner organizations, and alumni to develop employment opportunities.
- Plan and present workshops and seminars in resume writing, interviewing techniques, job search strategies, communication, employer expectations, networking and social media, and other career-related topics.
- Assist students who want to directly connect their course work (particularly capstone research projects) to new employment opportunities.
- Maintain records on student participation.
- Collaborate with advising staff and student support services to maximize career services effectiveness.

Required Qualifications:

- Bachelor’s degree required, Master’s degree highly preferred in counseling, higher education, career counseling/advising, student services, or other relevant experience.
- Two or more years of experience in the field.

The preferred candidate will have:

- Experience serving working adults returning to school.
- Relationships with non-profits, community organizations, and social justice organizations.

The Career Specialist is paid on the CUNY “Non-Teaching Adjunct I” scale, currently starting at $42.95/hr for new hires, and must abide by CUNY workload limits. Please electronically submit a C.V., a cover letter explaining your interest in the position, your availability for the fall semester, and the contact information for three references to: studentservices@slu.cuny.edu