

(MCCC, Non-Benefited) Career Development Counselor/Recruitment & Retention Specialist

About Holyoke Community College:

Holyoke Community College: the opportunities you want; the future you're looking for.

For over 65 years, Holyoke Community College has been a gateway to quality education and career advancement. Seeking to realize their dreams and aspirations, more than 100,000 students have come through the open doors of the College. HCC offers over 100 different academic options.

The Commonwealth's oldest community college, Holyoke Community College serves more than 10,000 students annually in credit and noncredit programs and courses. The college has the highest transfer rate of any community college statewide, holding articulation agreements with more than 27 colleges and universities. Recognized for its Honors Program, distance learning curriculum, learning communities, and service to students, HCC also offers business development opportunities through the Kittredge Center for Business and Workforce Development.

Job Description:

To conduct outreach, recruitment, intake and advising for our

Category: Professional



Department: Business & Community Services/ABE

Locations: Holyoke, MA

Posted: Jan 28, 2019

Closes: Feb 11, 2019 - 11:59 PM EST

Type: PT No Benefits

Ref. No.: 19041



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evening HCC ABE Transition to College (TCC) program (Tuesdays & Thursdays, 5:30-8:30pm). To ensure career development planning and assessment for our evening TCC students, leading to placement in credit-bearing degree and certificate programs as part of a comprehensive career plan. To reduce barriers to adults' education. To support students in problem-solving various issues such as housing, health, transportation and daycare. To track student retention and intervene to keep students engaged in their education.

DUTIES:

1. Conducts outreach visits to Adult Education programs, Community-Based Organizations, and other referral sources to recruit evening Transition to College students, meeting or exceeding program goals.
2. Conducts intake interviews and assessments to determine program eligibility and readiness of applicants.
3. Maintains accurate and confidential records of intake materials, monitors outreach, recruitment and intake process to meet program goals and continuously improve program enrollment and retention outcomes.
4. Provides one-on-one and group career assessment, development, planning, and career advising services to a diverse population of adult Transition students.
5. Provides one hour of weekly Career Exploration instruction in the class on topics such as goal setting, job search, and utilizing career development tools.
6. Facilitates development of individual student career plans and maintains individual education and career files.
7. Meets with students regarding academic progress/obstacles.
8. Supports student retention.
9. Collaborates effectively with Director, Transition Instructor, and entire TCC team to provide integrated teaching and advising services to assist adult learners in identifying, planning for, and attaining careers and educational goals. Participates in weekly staff meetings.
10. Uses industry career maps and career pathways to select high-growth industry sectors in providing career services that include using

computerized and print resources for exploring careers, identifying relevant academic and training programs, preparing applications, and seeking financial assistance.

11. Coordinates and communicates student progress with Director, other staff, and funders.
12. Makes referrals to appropriate agencies (educational, training, employment, etc.)
13. Maintains walk-in resource materials for students and community members.
14. Maintains organized program and confidential student files.
15. Ensures accurate data entry (LACES, Salesforce), documentation and maintenance of student data.
16. Provides, collects, and analyzes evaluation forms completed by students.
17. Connects graduates to college advisors.
18. Serves as program ADA Coordinator.
19. Performs other duties as assigned.

Requirements:

REQUIRED QUALIFICATIONS: Master's degree in Counseling, Psychology, or closely related field; two years experience in career development/transition; experience in higher education; experience conducting career workshops; ability to evaluate, audit, deduce, and/or assess data using established criteria; strong interpersonal, written and oral communication skills; proficiency in Microsoft Word, Excel and database programs; ability to work effectively with a diverse faculty, staff and student population.

PREFERRED QUALIFICATIONS: Master's degree in related discipline; familiarity with web-based media tools; bilingual in English and another language (Spanish preferred).

EQUIVALENCY STATEMENT: Applicants who do not meet the minimum requirements are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

COMPENSATION: \$28.29/hr., non-benefited.

HOURS: 18.5 hrs/week for 40 paid weeks (Aug-June)

FUNDING: Grant

Additional Information:

Holyoke Community College is committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.

- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.

- Pre-Employment Background check, including Criminal History will be conducted for all positions.

Application Instructions:

Applicants interested in applying MUST submit the following documents via online:

- Resume/CV
- Letter of Interest (Cover Letter) and
- List of references with names, email addresses, & telephone numbers of three professional references

DEADLINE: Screening will begin will applications received by **February 11, 2019**. Additional applications may be considered until position is filled.

Returning applicants - **Login to your Holyoke Employment Account** to check completed application.

<https://hcc.interviewexchange.com/login.jsp>