

Job Vacancy Notice

Job Title: Career Readiness Coordinator (Non-Teaching Adjunct Level 1)

Job ID: 19770

Location: Hostos Community College

Full/Part Time: Part-Time

Regular/Temporary: Regular

GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CONTRACT TITLE

Non-Teaching Adjunct

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

CUNY Fatherhood Academy (CFA) is a comprehensive program designed to promote responsible parenting and economic stability for unemployed and underemployed young fathers through education, employment, and personal development. Increasing familial engagement, attaining a High School Equivalency (HSE) diploma, and acquiring gainful employment are all essential goals for the participants enrolled in the CFA. The program's central focus is to help young fathers prepare for enrollment into college with the understanding that earning a college degree is the most effective path toward providing long-term economic sustainability for themselves and their families.

Under the supervision of the Program Director at Hostos Community College, the Career Readiness Coordinator will be responsible for, but not limited to, the following:

- Schedules and leads workshops geared to fathers and focused on personal development, fatherhood, career exploration, and familial topics in an effort to support them with addressing barriers towards self-sufficiency and effective parenting.
- Coordinates individual educational plans for program participants including academic assessment, career readiness, preparation for employment, parenting instruction, relationship skills development, supportive services, and follow-up.
- Leverages a variety of resources to promote participant development.
- Works closely with program staff and implements strategies to ensure participants are actively engaged in the program, attend classes, and continue working towards their academic and vocational goals.
- Serves as advocate for students and provides appropriate program support services and referrals to faculty, campus learning resources, and/or additional external resources.

- Tracks and provides data for participant activity tracking reports; monitors participant incentive programs to increase productivity and engagement in the program.
- Assists in organizing events for alumni, field trips, off-site family events, job fairs, and ceremonies.
- Monitors, evaluates, documents, and reports on students' academic participation and progress; ensures compliance with guidelines; and manages records and files.
- Participates in regular team meetings with CFA program staff, and actively participates in campus and University meetings and training activities.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Two years' experience working with fathers, young adults, justice involved youth, or related population
- Strong organizational, time management, and administrative skills
- Willingness and ability to take initiative, meet tight deadlines, and work with or without supervision; experience with program start-ups
- Excellent interpersonal and communication skills
- Ability to work in a diverse environment, and exhibit socio-cultural competence and understanding
- Demonstrate leadership, problem solving, decision-making, and creative thinking skills
- Excellent attention to detail and record keeping
- Availability to work evening and weekend hours

COMPENSATION

\$42.95/hr; up to a maximum of 225 hours per semester.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please submit resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin January 10, 2019.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.