

MPA Career Counselor

Career Development Services

Payroll Title/Level: Higher Education Associate

Location/Department: Career Development Services

Position Type: Exempt

FLSA Status:

Salary: \$55,602 - \$60,067

College Web Site: <http://www.jjay.cuny.edu>

Notice Number: 4573

Date Posted: 8/26/2011

Closing Date: 9/25/2011

Position Description and Duties:

GENERAL DUTIES

- Develops and manages career development programs and services in a College of Unit and assumes a leadership role in the design and delivery of creative approaches to career education and planning
- Assists in unit planning, such as setting goals and objectives, and monitors status of progress toward meeting goals
- Designs and produces outcomes assessment reports; reviews outcomes and feedback and recommends strategies to expand and improve services
- Directs a portfolio of targeted career programs, such as mentoring, internship, and alumni programs
- Manages one or more aspects of career office operations, such as on-campus recruiting
- Evaluates new technologies, assessment materials, and other career tools, makes recommendations, and acquires/implements them
- May counsel a limited number of students
- Performs related duties as assigned.

John Jay College of Criminal Justice is internationally recognized for its education and research in criminal justice. It is a public liberal arts college with a specialized mission in criminal justice, forensic studies, public service and related areas. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College is undergoing a transformation that includes an all-baccalaureate program, new undergraduate majors and masters programs, and a new 600,000 square foot building ready for occupancy in 2011. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

In partnership with faculty in the John Jay Public Administration Program and under the direction of the Director of Career Development Services, the MPA Career Counselor will provide exclusive service to graduate students enrolled in and alumni of the MPA program at John Jay College of Criminal Justice.

In addition to the duties enumerated above, the MPA Career Counselor will be asked to:

- Perform related duties as a member of the broader career services department at the College.
- Establish and cultivate relationships with employers and internship sponsors.
- Attend regular MPA faculty meetings.
- Participate as a guest speaker in various MPA courses.
- Participate in the MPA Program integrated academic advising program.
- Be available to counsel students at least one evening per week and on occasional weekend dates.
- Communicate regularly through email, social networking media, and print with constituents.
- Serve local, distance, and online students and alumni.

Qualification Requirements:

MINIMUM QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

OTHER QUALIFICATIONS

Master's degree in related field (student affairs, counseling, public administration) plus 3-5 years of the six years relevant experience in student career counseling or academic advising preferred. The ability to function in an online environment and familiarity and comfort with technology. Excellent communication and writing skills.

Requested Items:

How To Apply: ALL APPLICATIONS MUST BE RECEIVED BY MAIL or E-MAIL (preferred). Send cover letter, resume, and contact information for three professional references by the closing date to:

Respond To: Will Simpkins
Director of Career Development Services
445 West 59th Street
Room 3400 N
New York, New York 10019
Career@jjay.cuny.edu