



ST. FRANCIS COLLEGE

Career Counselor

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to the Assistant Dean for Career Integration within the Division of Student Affairs, the Career Counselor will provide cutting-edge job and internship search strategies and relevant information to current students and recent graduates of St. Francis College ("College") on the tools they need to create and implement a multi-faceted career or internship search. Utilizing a counseling approach to build rapport, the Career Counselor will see the student as unique and provide individualized support and resources.

Duties and Responsibilities:

- Provide holistic and comprehensive career services, including counseling and advising for both undergraduate students and graduate students.
- Participate in Center's "drop-in" hours and offer one-on-one and group counseling for students to explore careers, prepare for internships, research, graduate school, and opportunities after graduation.
- Create and present industry-specific workshops, career panels, networking events, and webinars.
- Track student outcomes and experience to determine areas of interest and concern related to internships, part-time on/off-campus employment, community service, and professional employment.
- Assist students in evaluation and preparation of career development plans for use while at St. Francis College and beyond. Prepare students and alumni for job interviews through coaching and mock interviewing, if appropriate.
- Work closely with the College's Director of Employer Engagement to promote internships, experiential learning, and research opportunities.
- Partner with the College's Center for Student Success, academic faculty, and other key administrators to identify opportunities to co-create relevant and targeted career programming;

engage with students through meaningful touchpoints, cultivating a comprehensive integrated advisement system.

- Promote career events and opportunities through weekly newsletters using the Handshake portal.
- Assist the office with large and small-scale events such as career fairs, networking nights, orientation sessions, and other career initiatives.
- Encourage the use of career management systems (Handshake) among all undergraduate students, recent graduates, and alumni. Monitor engagement and industry trends related to full-time and experienced hired positions.
- Perform other duties assigned by the Assistant Dean and support the Center's data collection, assessment, and divisional initiatives.
- Perform all other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required with a minimum of two years of professional experience related to career counseling, higher education, recruiting, or executive coaching.
- Demonstrated knowledge of current labor trends and local, regional, and national job searching strategies.
- Excellent interpersonal skills and demonstrated skill in presenting / teaching. Experience working with and affirming diverse cultures and backgrounds.
- Ability to work collaboratively in a fast-paced team environment.
- Ability to participate in specific weekend and evening events during the academic year, including, but not limited to, the College's open houses, admitted student days, and orientation events, etc.
- Excellent organizational, event, and program management skills, including detail-oriented capacity for building efficient systems and operations.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

Preferred Qualifications:

- Master's degree in Mental Health Counseling, Social Work, Psychology, Career Counseling, Student Affairs, Higher Education, or other related degrees. LMHC, LSW, NBCC certification, and licensure preferred.
- Certified in Myers-Briggs Type Indicator (MBTI), Strong Interests Inventory, StrengthsFinder, or other career assessment products.
- Knowledge of career management systems such as Handshake and Symplicity.
- Strong technology skills, including Zoom, MS Teams, or other online communications and collaboration software.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by [clicking here](#).