



Holyoke Community College

Career & Educational Advisor - Adult Learning Center

SALARY	\$32.00 Hourly	LOCATION	Holyoke, MA
JOB TYPE	Part-time, Non-Benefited	JOB NUMBER	NB-24-45
DIVISION	Business & Community Services	OPENING DATE	09/01/2023
CLOSING DATE	9/15/2023 11:59 PM Eastern		

Holyoke Community College is housed on a multi-million-dollar, 135-acre campus, equipped with state-of-the-art technology in specialized learning facilities. HCC serves over 9,000 students annually, and provides a variety of recreational and cultural activities, from sports programs to music festivals, for students and community members alike. The college's strongest assets continue to be an innovative spirit, a sincere concern for students and a commitment to strive for even greater success. These are the values which have created a tradition of excellence spanning more than six decades, and which are enabling Holyoke Community College to meet today's challenges.

To reduce and eliminate barriers to adults' education. To provide career & educational advising services to approximately 40 HiSET/GED high school equivalency students each trimester so that they can problem-solve various issues such as housing, health, transportation and day care. To track student retention and intervene to keep students engaged in their education. To ensure increased career development planning and assessment for the Holyoke Community College Adult Learning Center (at the Picknelly Adult and Family Education Center, Holyoke).

1. Works collaboratively with program instructors and Coordinator, and other HCC staff, to promote a seamless instruction and advising continuum leading to short- and long-term goal attainment, primarily employment, advancement in career, workforce training, high school equivalency, and Transition to College/higher education.
2. Maintains and provides an advisory schedule/log with confidential case notes. Provides access to the log to the program Director and Coordinator. Makes referrals to appropriate agencies (educational, training, employment, etc.)
3. Provides one-on-one career assessment, development, planning, and counseling services to a diverse population at the adult learning center.
4. Guides students' development of individual student career plans and maintains individual education and career files.
5. Conducts workshops on career exploration, goal setting, job search, and other career related topics.
6. Uses industry career maps and career pathways into select high-growth industry sectors in providing career services that include using computerized and print resources for exploring careers, identifying relevant training programs, preparing program applications, and seeking financial assistance.
7. Collaborates with other disciplines on-campus to promote career-related workshops.
8. Meets one on one with students who have multiple absences to create a persistence plan; refer to appropriate support services. Keeps a log of advising services provided to each student and documents referrals in LACES.
9. Records calls or individual text/reminder to students who are absent each night, provide written updates to teachers about student issues/concerns/reasons or expected breaks.
10. Provides one-on-one assistance with completion of job application forms, resume writing, preparation of cover and thank-you letters, and interview techniques.
11. Maintains walk-in resource materials for students and community members.
12. Compiles appropriate student/community member data for reporting and assessment purposes by Holyoke Community College and its partners.

13. Leads Next Step team to meet and advise students before and after the HiSET/GED tests and support options to enter workforce, college and training programs.
14. Maintains and updates LACES waitlist at the start and at the end of a term and Maintains and updates students' records in LACES.
15. Provides, collects, and analyzes evaluation forms completed by students related to educational and advising services.
16. Leads an enrollment and retention team to explore best practice for enrolling and retaining students.
17. Meets with Coordinator/Director once a week to review program performance
18. Performs other duties as assigned.

REQUIRED:

- Bachelor's degree in Counseling, Psychology, social work or closely related field;
- Three years' experience in career development/transition with Adult Basic Education or similar groups of students/clients;
- Experience with one-on-one career advising and job development;
- Ability to evaluate, audit, deduce, and/or assess data using established criteria;
- Strong interpersonal, written and oral communication skills;
- Proficiency in Microsoft Word and Excel;
- Familiarity with web-based career development tools; ability to work effectively with a diverse faculty, staff and student population.

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

PREFERRED:

- Master's degree in related discipline.

Part-time, non-benefited, MCCC Unit position

Hourly Rate: \$32.00

Hours: 10 to 15 hrs./week for 22 paid weeks; Position is for evening hours, approximately 5:30-8:30pm for 3-4 evenings per week.

Funding Source: Grant

- **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.**

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Agency

Holyoke Community College

Address

303 Homestead Ave.

Holyoke, Massachusetts, 01040

Phone

(413) 552-2554

Website<http://hcc.edu>**Career & Educational Advisor - Adult Learning Center Supplemental Questionnaire*****QUESTION 1**

Do you have at least a Bachelor's degree in Counseling, Psychology, social work or closely related field?

- Yes
- No

***QUESTION 2**

How would you rate your proficiency in Microsoft Suite?

- Beginner
- Intermediate
- Advanced
- None of the Above

***QUESTION 3**

Do you have at least three years' experience in career development/transition with Adult Basic Education or similar groups of students/clients?

- Yes
- No

***QUESTION 4**

Do you have experience with one-on-one career advising and job development?

- Yes
- No

* Required Question