



# HAMPDEN COUNTY SHERIFF'S DEPARTMENT

## CAREER ADVISOR/COLLEGE FACILITATOR



**GRANT FUNDED – TEACHER VII**

- **Job Description:**

HCSO is seeking a highly motivated full time (40 hours/week) Career Advisor /College Facilitator to work with inmate students at the Main Institution in Ludlow, MA. The career and education advisor will meet with all DESE funded students at the Main Institution in Ludlow, MA. Responsibilities include completing a Career and Education Plan with students and providing small group sessions to explore career options using the O\*Net Interest Survey as a guide. The Teacher VII's responsibility is also to assist with college programming and courses for inmates at all Hampden County facilities in partnership with our college providers. The Teacher VII will assist with college information sessions, college applications, student selection based on test scores and HCSO eligibility requirements, monitoring of classes and keeping accurate records. This person will serve as the primary contact between HCSO educational administrators and teachers, college faculty and staff, and student inmates. Through collaboration and regular communication, the Teacher VII will help to build a consistent and sustainable college program within the Hampden County Sheriff's Department in collaboration with the local community colleges or other educational partners.

- **Qualifications:**

Bachelor's Degree in counseling/ advising or a related field with two (2) or more years' experience in a correctional education program or college setting preferred. Bilingual skills are desirable (English/Spanish).

**Salary: \$58,942.90 Annually**

**Work Schedule: Monday – Friday: Generally M/W/F 8:00 am – 4:00 pm;  
T/Th 9:00 am – 5:00 pm  
Some late evenings required (12:30 pm – 8:30 pm) at  
the Main Institution when college class is offered  
Tuesday/Thursday nights**

**Work Location: Hampden County Correctional Center, Ludlow, MA and the Women's Regional Correctional Center in Chicopee, MA. Days and times at each facility TBD**

**Send detailed resume and cover letter by April 8, 2022 to:  
Employment Manager, Gregory Pytka at [recruiting@sdh.state.ma.us](mailto:recruiting@sdh.state.ma.us)**

**Or mail to: Hampden County Sheriff's Department  
Human Resources Office  
627 Randall Rd.  
Ludlow, MA 01056-1079**

***Applicant subject to background investigation, drug screening and medical clearance.***

*The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.*