



HOLYOKE COMMUNITY COLLEGE
invites applications for the position of:

ESOL Career Development Counselor - Multiple Positions

SALARY:	\$30.03 - \$30.03 Hourly
DIVISION:	Business & Community Services
OPENING DATE:	07/13/22
CLOSING DATE:	07/27/22 11:59 PM
THE POSITION:	

Provide educational and career counseling and case management services to ESOL students in grant-funded, non-credit programs. Support student persistence and achievement of goals, and collaborate with instructors to provide classroom workshops aligned with student needs.

Position is at Springfield Adult Learning Center, on the campus of Springfield Technical Community College

Career Development Counselor should be available at the time classes meet:

- Daytime position: Mondays, Tuesdays, Thursdays 9am-1:30pm
- Evening position: Mondays, Tuesdays, Thursdays 5-9pm
- Team meetings alternate Wednesdays 4-5:30 and Thursdays 4-5 (by Zoom).

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1. Approaches students through asset-focused lens, noticing the strengths they bring to the program and building on those strengths. Develops strong relationships, trust, and proactive communication with all students on case-load.
2. Supports students in achieving strong engagement in class, attendance, and persistence over time through regular follow-up, needs assessment and connection to resources, and communication of program expectations.
3. Provides one-on-one career assessment, development, planning, and career advising services to a diverse population at off-campus adult learning centers.
4. Conducts workshops and group advising on career exploration, goal setting, job search, and other career-related topics as needed.
5. Collaborates effectively with other career development counselors, ESOL instructors, and other program staff to provide an integrated teaching and advising services to assist adult learners in identifying, planning for, and attaining career and educational goals.
6. Works with participants to develop a career plan with pathways to future advancement.
7. 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.
8. Collaborates with One-Stop Career Center to promote career-related workshops.
9. Makes referrals to appropriate agencies (educational, training, employment, etc.)
10. Maintains walk-in resource materials for students and community members.

11. Compiles and analyzes appropriate student/community member data for reporting and assessment purposes by Holyoke Community College, Springfield Technical Community College, and our partners.
12. Collects student outcome information related to Department of Elementary and Secondary Education Adult Basic Education guidelines, including follow-up data post-exit.
13. If possible, provides career advising services in Arabic, Spanish, Portuguese, Russian, Turkish, Vietnamese or other language spoken by students.
14. Collaborates with ESOL instructors, other job placement/career development counselors, and program directors as part of a creative team, finding opportunities for further development and continuous improvement of programs.
15. Performs other duties as assigned.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in Counseling, Education, Human Resources, or closely related field, or an equivalent combination of education, training, and experience;
- Excellent interpersonal skills; proficiency in Microsoft Word and Excel;
- Good verbal and written communication skills;
- Experienced team player with the ability to also work independently;
- Knowledge of the basic work skills required by employers;
- Understanding of the barriers faced by low income populations, immigrants and refugees, and adult language learners;
- Ability to work effectively with a diverse faculty, staff, and student body;
- **Ability to deliver services and instruction in online, hybrid, and in-person formats.**

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

PREFERRED:

- Bilingual in English and another language spoken by our students (Arabic, Spanish, Turkish, Portuguese, Vietnamese or Russian preferred);
- Master's degree in related discipline;
- Demonstrated outcomes in program recruitment and/or job placement.
- TESOL experience or certification. TABE CLAS-E or BEST Plus certified.

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Part-Time, MCCC Unit Position

Compensation: \$30.03/hour

Hours: 18.5 hours per week; 3-4 days or evenings; day and evening, with in person and remote responsibilities

Funding Source: Grant

****Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated by the start of your employment. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.

- 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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hcc.edu>

Position #NB-23-2
ESOL CAREER DEVELOPMENT COUNSELOR -
MULTIPLE POSITIONS
SW

303 Homestead Ave.
Holyoke, MA 01040
(413) 552-2554

humanres@hcc.edu

ESOL Career Development Counselor - Multiple Positions Supplemental Questionnaire

- * 1. Do you have at least a Bachelor's degree in Counseling, Education, Human Resources, or closely related field OR an equivalent combination of education, training and experience?
 Yes No
- * 2. Have you demonstrated excellent interpersonal skills?
 Yes No
- * 3. Are you proficient in Microsoft Word and Excel?
 Yes No
- * 4. Do you have knowledge of the basic work skills required by employers?
 Yes No
- * 5. Are you able to deliver services and instruction in online, hybrid and in-person formats?
 Yes No

* Required Question