



HOLYOKE COMMUNITY COLLEGE
invites applications for the position of:

ESOL Career Development Counselor/Job Placement Assistant

SALARY:	\$30.03 - \$30.03 Hourly
DIVISION:	Business & Community Services
DEPARTMENT:	Adult Basic Education/ESOL
OPENING DATE:	10/28/21
CLOSING DATE:	11/19/21 11:59 PM
THE POSITION:	

Provide educational and career counseling and case management services to ESOL students in community adult learning centers and workforce development programming in grant-funded, non-credit programs. Assists in recruitment assessment, training, job placement and post-employment follow-up in order to meet contracted program enrollment, placement and retention, and maintains accurate attendance and other records required by funding agencies. These grant-funded positions which could be renewed based on continued grant funding

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1. Provides one-on-one career assessment, development, planning, and career advising services to a diverse population at off-campus adult learning centers.
2. Conducts workshops and group advising on career exploration, goal setting, job search, and other career-related topics as needed.
3. 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.
4. Responsible for meeting or exceeding job placement goals as established by grant funder.
5. Works with participants to develop a career plan with pathways to future advancement.
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 One-Stop Career Center to promote career-related workshops.
8. Makes referrals to appropriate agencies (educational, training, employment, etc.)
9. Maintains walk-in resource materials for students and community members.
10. Compiles and analyzes appropriate student/community member data for reporting and assessment purpose by Holyoke Community College, Springfield Technical Community College, and our partners.
11. Collects student outcome information related to Department of Elementary and Secondary Education Adult Basic Education guidelines, including follow-up data post-exit.
12. If possible, provides career advising services in Arabic, Spanish, Portuguese, Russian, Turkish, Vietnamese or other language spoken by students.
13. 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.
14. 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; and the 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.**

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.

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

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Part-time, non-benefited MCCC unit positions

Ludlow Area and Springfield Adult Learning Centers, Accelerated Career English. (Multiple Positions)

Hourly Rate: \$30.03

Hours: 18.5 hours/week. 3-4 days or evenings; in person and remote

Funding Source: Grant-funded

****Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, staff must be fully vaccinated by **January, 2022**. 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 committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hcc.edu>

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

humanres@hcc.edu

Position #NB-22-75
ESOL CAREER DEVELOPMENT COUNSELOR/JOB
PLACEMENT ASSISTANT
SW

ESOL Career Development Counselor/Job Placement Assistant Supplemental Questionnaire

- * 1. What's your level of education in Counseling, Education, Human Resources, or closely related field?
 - Bachelor's Degree
 - Master's Degree
 - Double Master's Degree
 - Doctorate Degree
 - None of the Above
- * 2. How would you rate your proficiency in Microsoft Suite?
 - Beginner
 - Intermediate
 - Advanced
 - None of the Above
- * 3. Do you have knowledge of the basic work skills required by employers?

Yes No

* 4. Are you able to deliver services and instruction in online, hybrid, and in-person formats?

Yes No

* Required Question