



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Officer Career Services
POSITION NO.	502917
LOCATION	Warwick Campus
REPORTS TO	Assistant Director Career Counseling
GRADE/PSA	PSA 11
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	October 2024

JOB SUMMARY:

Career services empowers students to make well-informed career decisions through increasing self-awareness, developing professional skills, and pursuing work-based learning opportunities to achieve academic, personal, and career success.

The Career Services Officer will support students and their academic and career development through actions that advance CCRI’s mission and the Career Services’ Commitment to Students.

Our Commitment to Students

The career services team will:

- Meet you where you are to provide in-person or virtual support with academic and career planning or preparing for jobs
- Utilize technology to help connect your interests to majors and careers, including self-assessments and job search databases
- Work with you to apply for jobs including developing your resume, interviewing skills, and professional network
- Empower you through work-based learning, internships, or work experiences to reach your academic and career goals
- Use your feedback to advance the services and supports provided

DUTIES AND RESPONSIBILITIES:

COMMITMENT TO CCRI’S MISSION:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences

STUDENT ENGAGEMENT:

- Actively engage students and alumni with Career Services through classroom presentations, workshops, outreach and collaboration with departments in the college, seeking and tracking referrals, and more
- Provide comprehensive career counseling both individually and in groups regarding self-assessments; career research, resources and options; resumes and cover letters; interview preparation; networking and effective job search strategies for students and alumni for CCRI programs
- Serve as a subject matter expert regarding Career Development theories, models, resources, and interventions that strengthen student and alumni skills for academic and career planning and developing career competencies. These can include but not limited to: Myers-Briggs Personality, Holland interests and career transition models
- Advance work-based learning initiative by engaging students in activities and/or assisting academic departments with programming
- Provide targeted career information and resources for specific majors and various affinity groups including students that identify as first-generation, coming from low-income backgrounds, having a disability/ies, LGBTQ+, veterans, adult learners, alumni, faculty, and staff as needed

EMPLOYER ENGAGEMENT:

- Build relationships with employers to increase employment and work-based learning opportunities and increase student awareness of career competencies
- Assist in experiential education implementation and development including student recruitment, coordination with employers, site supervision, internship placement opportunities, and seminar program advising

FACULTY and STAFF ENGAGEMENT:

- Lead classroom presentations related to all aspects of career services programming, includes creating material, teaching lessons, and coordinating with students and faculty as needed
- Engage faculty, staff, academic departments and the college community to expand reach of career services and integrate career programming into the student experience

TEAMWORK/COLLABORATION:

- Participate and assume a team mindset in supporting special projects and initiatives across campuses and virtually
- Develop and maintain a collaborative relationship with academic departments and all college stakeholders
- Supervise student workers, interns, or part-time employees as needed

TECHNOLOGICAL ABILITIES:

- Regularly update career services website
- Provide support for career services online career management system (Handshake) and other tools to promote jobs and work-based learning opportunities to the College community
- Familiarity with social media, including LinkedIn, Instagram, Facebook, TikTok and other related tools and platforms
- Submit monthly data reports, maintain student files and data tracking as needed
- Familiarity with MS Office, Zoom, Webex and other electronic tools

PROGRAM DEVELOPMENT:

- Develop and execute career education programs and opportunities for students and alumni designed to carry out the career services vision and commitment to students
- Participate in the planning of new work-based learning programs in academic programs
- Assist staff with various campus and virtual events, career fairs, Pathways events, and others as needed
- Remain abreast of trends in career education, labor market information, industry trends, and academic program requirements to help students and alumni make informed career decisions

OTHER DUTIES:

- Attend seminars and other training opportunities for professional development
- Other related duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Three years' work experience in higher education or K-12 or job development, or a related industry
- Computer proficiency

PREFERRED QUALIFICATIONS:

- Student-centered professional in higher education or related field that will act with intentional focus to increase access and opportunities to empower students from low-income backgrounds and underrepresented populations
- Master's degree in college student personnel, human resources, counseling, higher education or adult education
- Previous experience in higher education, job development experience, or vocational rehabilitation
- Knowledgeable of labor market trends, employer needs and best practices in career services
- Instructional design knowledge
- Possess excellent presentation, networking and communication skills
- Will have a collaborative and team-oriented working style

- Familiarity with using social media platforms professionally
- Experience with ModernCampus, or a content management system (CMS)
- Bilingual, English and Spanish

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.