



**CC Educational Assistant
Career Services Associate
Perkins Funded, Part-time
17 hours a week, Special Appointment
(Continuation of position contingent upon grant funding.)**

ANTICIPATED STARTING DATE: January 2020

MINIMUM QUALIFICATIONS: Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Experience with career advising and career planning assessments;
- Strong advising skills and knowledge of best practices in helping students overcome traditional barriers to career and technical education;
- Information technology literacy skills;
- Knowledge and experience working with underserved and underprepared populations;
- Excellent oral and written communication skills and collaboration facility;
- Intercultural competency.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's Degree in an appropriately related field together with one to four years of related experience which includes two years of teaching and coaching students in these populations or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES: The Career Services Associate works under the supervision of the LEAD Center's Career & Talent Development team. The incumbent is required to build and expand collaborative and cooperative relationships with faculty, administration, staff and students as well as with academic and student services departments within Capital Community College including the ESL Program. The Career Services Associate (CSA) will be responsible for:

1. Providing career coaching and counseling to students matriculated in Career and Technical Education (CTE) programs,
2. Providing resume preparation, interviewing skills, financial literacy, and job search skills instruction,
3. Establishing individualized career development plans for students and monitor their progress,
4. Identifying employment opportunities associated with the CTE programs for students, and
5. Coordinating employer information sessions.

MINIMUM SALARY: \$30.47 per hour.

TO APPY: Send letter of intent, resume, transcripts, the names of three references and completed BOR Employment Application found on the following website:

https://www.capitalcc.edu/wp-content/uploads/2019/08/BOR_Employment_Application_2018.pdf

Josephine Agnello-Veley, Director, HR and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu

APPLICATION DEADLINE: Applications will be accepted on an ongoing basis until filled.
No phone calls; submit only one application either via email or hard copy.

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F. Protected group members are strongly encouraged to apply.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX and Section 504/ADA Coordinator, Room 212A, Tel. (860) 906-5085.