

# Early Childhood Career Advisor

New York Early Childhood Professional Development Institute

New York, NY

Part-time

Hybrid

\$45.00 - \$45.00 an hour

Posted on October 29, 2021

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## Job Description

The Career Advisor is a member of the Institute's Career Development Services team. The Career Advisor is responsible for supporting individuals at various stages of their career in Early Childhood Education. The Career Advisor will also assist students with general academic guidance and career supports, including job search skills. The Career Advisor will report to the Director of Career Development and should be available to work evenings and weekends to support early childhood educators. This position is funded through June 30, 2022.

## Responsibilities

### DUTIES AND RESPONSIBILITIES

- Collaborate in the implementation, coordination and delivery of career development services; including career exploration, teacher certification, test preparation, academic advising and job searching.
- Meet individually and in small groups with current and aspiring early childhood professionals in support of developing and meeting their career goals
- Track and maintain data on interactions and outcomes for contributions to program reports
- Make presentations to small groups about early childhood career development periodically
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.

### Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a relevant field of study
- 3+ years of experience helping professionals build teaching careers through mentoring, training, staff development, coaching, career counseling, etc.
- Strong familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Exceptional interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Availability during evening and weekend hours

### **Preferred Qualifications**

- Bi-lingual Spanish speaker

### **Physical Requirements**

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- While performing these duties, the employee is required to occasionally perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time.

## **Application Instructions**

### **How to Apply**

Please click on the above link to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## **Additional Information**

## EEO Info

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.*

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