

Mentor - Career Resource Center, Grant
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

Job Title	Mentor - Career Resource Center, Grant
Department	Career Resource Center
Institution	Erie Community College Buffalo, New York
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Mentor---Career-Resource-Center--Grant_J0002170

Apply By Email

Job Description

Department:Career Resource Center

Salary/Hourly:\$41,882.00 Annual

Union/Position Status:FFECC NTTP FT

Posting Closing Date:August 20, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

Mentor - Career Resource Center, Grant
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing para-professional tasks assisting the faculty of a Community College. Mentoring involves passing information or knowledge from the mentor to the students with the goal to help students act independently while pursuing their academic and work-related goals. The incumbent reports to a FFECC or AAEECC member. Mentors responsibility includes planning, training, problem solving, demonstrating, and collaboration. Mentors support students and faculty in advisement and retention activities. Mentors respond to requests for assisting students in an academic environment with guidance on a variety of issues. Mentors provide strategies to improve performance in college in academic areas. Does related work as required.

TYPICAL WORK ACTIVITIES WHEN ASSIGNED TO:

COUNSELING:

- Assists academic, financial, career, and personal advisement and case management for students in accordance with college policy and under the supervision of an academic unit;
- Maintain accurate, comprehensive counseling records as necessary;
- Participate in the decision making process related to academic instruction;
- Assists with development of life skills essential for personal and educational growth;
- Develop specialized programs specific to the needs of the EOP students i.e. workshops, seminars, orientations;
- Collaborate with departments within the divisions of Academic and Students Affairs;
- Assist students in conjunction with transfer counselors with completing applications to transfer to four-year colleges or universities;
- Participate in student's retention and persistence initiatives;

Mentor - Career Resource Center, Grant Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

- May participate on college committees which contribute to student success, personal growth;
- Work with College personnel to identify students who are in need of academic assistance;
- Works with of students and their tutors to overcome academic problems in Specific Subjects;
- Administers assessment surveys and maintains mentoring records as assigned. Supports orientation and holistic advisement;
- May assist disabled students with necessary with technology and other accommodations needed.

CAREER SERVICES:

- Provide career and job readiness services to prospective students, current students, and alumni via workshops, classroom presentations, events, phone, email and in-person appointments
- Administer and interpret career assessments, provide career counseling and advisement
- Provide job search assistance including but not limited to resumes, cover letters and interview skills
- Plan and execute job fairs and other career services-related events
- Work with employers to learn about their industries, attend employer events, and assist them with posting and advertising their jobs to SUNY Erie students and alumni
- Collect and report data including Survey of Graduates, employer surveys, student attendance and benchmark data under supervisor's direction
- Assist with student-alumni mentoring program and other student-facing career related initiatives
- Represent department at orientation, recruitment events, and employer events, including off-campus events and meetings
- Utilize technology including but not limited to career services management tools, strategic planning software, career assessments, Microsoft Outlook, PP, Excel
- Participate in on-going, self-directed and assigned professional development activities
- Maintain memberships in career-services related organizations, as directed

DISTANCE LEARNING:

- Provide extra support and guidance to distance learning students;
- Assist students transitioning to the online learning environment;
- Refer students for academic and other support services as needed;
- Offer technical and learning management system support for struggling students;
- Create and send out online learning success materials;

Mentor - Career Resource Center, Grant Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

- Support College retention efforts in online courses;
- Work closely with College personnel to ensure student success.

NURSING:

- Monitor and direct student practice of required skills. Assess student practice for competence in performing skills;
- Remediate skills with students when requested by clinical instructor;
- Assemble lab equipment for faculty level labs, physical assessment class, skills testing and presentations;
- Confer on course materials and content related to nursing skills. Coordinate updates of skills booklets, assessment tools, and other necessary forms;
- Student advocate for referrals to resources to promote college success such as library resources, test preparation guides, counseling services (Student Access Center), financial aid and campus ministry;
- Proctor exam make-ups;
- Assist with selecting peer tutors.

ATHLETICS:

- Monitor and track the academic progress of student-athletes;
- Meet with student-athletes on a regular basis and keep a record of meetings;
- Occasionally oversee study tables and study labs;
- Work with coaches to ensure student-athletes maintain athletic academic eligibility requirements;
- Collect periodic progress reports and assist student-athletes that need academic help;

KNOWLEDGE, SKILLS AND ABILITIES:



Mentor - Career Resource Center, Grant Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

Superior knowledge and performance in academic subjects to be mentored; ability to establish rapport with faculty, staff and students, maintain mutual respect and trust needed for promoting learning and professional growth; ability to mentor in the present and focus on moving the student towards their strategic development; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

COUNSELING - Bachelor's degree from a regionally accredited college in Social Science, Counseling, Human Services, Career Education or/and a related field and four (4) years of vocational or educational experience. Two years coaching or working with student athletics when assigned to the Athletic Department. Bachelors or certification from NYS OASIS for Alcohol and Substance Abuse or other appropriate certification specific to the Education to Recovery program.

DISTANCE LEARNING - Bachelor's degree from a regionally accredited college in Social Science, Counseling, Human Services, Career Education or/and a related field and four (4) years of vocational or educational experience.

NURSING - Bachelor's Degree from a regionally accredited and registered college or university in Nursing (BSN). Registered Nurse holding a current NYS Professional Nursing License.

ATHLETICS - Bachelor's degree from a regionally accredited college in Social Science, Counseling, Human Services, Career Education or/and a related field and two (2) years of vocational or educational experience along with two (2) years coaching or working with student athletics when assigned to the Athletic Department.

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.



Mentor - Career Resource Center, Grant
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735



Mentor - Career Resource Center, Grant
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242415>

Downloaded On: Aug. 10, 2024 3:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact