Roxbury Community College  
Corporate & Community Education  
1234 Columbus Avenue, Building 2, Room 101  
Roxbury Crossing, MA 02120-3400  
Phone: (617) 933-7490; Fax 617-933-7478

Notice of Vacancy  
12/24/2014  
Corporate and Community Education Office  
FY15-20

Career Placement Counselor  
GRANT FUNDED

General Statement of Duties: Under general supervision of the Director of Community Education, the Counselor/Case Manager is responsible for providing case management services, career advisement, identifying job opportunities, communicating with potential employers, and providing internship placement services to the community Education student. Performs related work as directed.

Supervision Received: Director of Community Education

Supervision Exercised: None

Example of Duties:

1. Coordinates and/or provides case management services for trainees participating in occupational skills training;
2. Develops and provides ongoing educational, vocational, and social services resources; interviews program participants to determine initial eligibility screening; advises program participants regarding training or job development referral;
3. Coordinates program internships, matches participants to internship sites and monitors internship progress;
4. Develops marketing materials to market career services to students/employers.
5. Makes appropriate referrals to support services agencies;
6. Troubleshoots program participants education/training issues;
7. Accesses electronic resources for planning/guidance
8. Contacts trainees weekly and monthly based on program participants needs;
9. Contacts training vendors and social workers to discuss trainee performance;
10. Contacts vendors to refer and confirm acceptance into programs and to modify program curriculum to meet program participant’s needs.
11. Assists with comprehensive marketing of the services, including recruitment of program participants; markets center services via self-developed orientation program; travels to various Department of Transitional Assistance offices to recruit for grant-funded programs in order to meet planned fiscal year goals;
12. Evaluates assessment materials for appropriateness and effectiveness;
13. Performs administrative tasks associated with department activities
14. Interacts with various agencies and individuals including attends meetings and participates on committees;
15. Communicates with supervisor, employees, other departments, students, faculty members, program participants, social workers, welfare representatives, social service agencies, training vendors, employers, community organizations, the public, outside agencies, and other individuals to coordinate activities, and review status of work.
16. Maintains professional knowledge in applicable areas such as maintains a working knowledge of assigned area; researches new trends and advances in the profession; reads professional literature; attends conferences, workshops, and training sessions.
17. Other related duties as assigned.
18. Assists the students in Community Education Services with educational planning; meets individually with students to assist with job search strategies; assesses skills, interests, and job readiness of students and customizes services
to meet student needs; provides support and motivation for students entering job market; posts employment opportunities;

Minimum Qualification Required:

Bachelor’s degree in Counseling, Education, or closely related field;
Three (3) years experience and/or training that includes case management, job development, vocational testing/assessment, vocational referrals, employment services, or career development/transition; or an equivalent combination of education, training, and experience.
Excellent written and oral communication Skills
Excellent customer service attitudes
Well-organized; able to manage time effectively
Experience and interest in working as part of a team
Experience with Multicultural environment and dealing with people with different ethnic and racial background.

Salary: Salary will be determined according to the guidelines and Salary structure of MCCC for Grade 3 within the Salary Range of $41,449 - $60,102

Date of Hire: SAP

Application Procedures:
Application Deadline: Applications will be accepted until 5 PM on Friday January 9, 2015

To apply: Send your resume, a letter of interest, and three names for references, to: employment@rcc.mass.edu
Fax: 617-541-5365
Telephone: 617-541-5337
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.