



Job Description

Job Title:	Career Success Advisor
FLSA Status:	Exempt

General Summary:

Under the Supervision of the Director of College Success, the Career Success Advisor will serve as a subject matter expert and is responsible for the coordination and implementation of career readiness programmatic departmental needs. This individual will support the Director of College Success and College Success Advisors in program operations and collaborate on managing the Fulfillment Fund Alumni Program as well as oversee the building and expansion of external partnerships related to careers and career readiness.

Essential Duties and Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Responsible for providing personalized career advising services to college students (including drop-in office hours as well as small group and 1:1 scheduled appointments) in order to prepare them for their post-graduation plans.
- Work closely with the Director of College Success, College Success Advisors, and the VP of Programs to plan and deliver a career readiness curriculum, including skill building workshops and lessons and self/career assessments for college students, delivered both asynchronous and live.
- Responsible for overseeing Fulfillment Fund's annual career focused events such as Career Expo and Career Speaker Series.
- Provide guidance and education to College Success students on job market trends, job search techniques, salary negotiation, and professional etiquette.
- Develop relationships with career centers at colleges and universities with a critical mass of Fulfillment Fund college students with the goal of enhancing and growing partnerships to better support students with their career readiness.
- Collaborate with the Director of College Success to develop and manage the Fulfillment Fund Alumni Association and serve as the primary point of contact for alumni.
- Plan and host several alumni events throughout the year, support new alumni with career advisement, coaching and mentoring, and career connections. Assist with pre- and post-graduation job search.
- Grow the Fulfillment Fund alumni network to connect recent grads with seasoned professionals and facilitate connection between tenured alumni and college students or recent grads for possible career mentorship.
- Responsible for working closely with the Fulfillment Fund Data Manager and Director of College Success on all data related to career readiness in the student database, which includes collecting, exporting, and importing all necessary data, analyzing data for programmatic planning.
- Work with Director of College Success and Fulfillment Fund Data Manager to help develop and conduct surveys for students and alumni to better understand their needs and interests around career readiness supports.
- Coordinate and implement a calendar of career readiness programming events for the year.
- Assist with College Success initiatives including on campus support, advisement, and program implementation.
- Initiate and maintain external relationships with other career focused organizations who can supplement Fulfillment Fund's programs.



- Serve as primary liaison of Career Spring platform and oversee its implementation and participation of students in the College Success program.
- Connect and expand first-job and internship relationships with corporate partners, helping them to build new opportunities based on Fulfillment Fund models, including job shadowing, externships, “experienceships”, informational interviewing, and paid positions.
- Recruit, engage, and partner with current and new corporate partners and community volunteers to increase their participation in our workshops, lessons and speakers series.
- Collaborate with all Programs Teams leaders and colleagues, as necessary, including supporting the College Success Advisors as they implement career readiness discussions in their 1:1 student check-ins and providing professional development to the College Success team around career resources, knowledge, tools, and trends.
- Maintain thorough, accurate, and appropriate documentation of case management contact and activities.
- Ensure student’s advisement data and participation data is entered in the Fulfillment Fund student database in a timely manner.
- Build and maintain relationships with students, individual colleges, partner non-profits, first-year experience programs, and other outside agencies to further career readiness programming.
- Regularly exercises discretion and independent judgment on matters of significance for students and the College Success program.
- Occasional weekend/evening work.
- Some travel required to meet with students, community college partners, and attend conferences.
- Other duties as assigned.

Supervisory Responsibilities:

The position may supervise student interns, and temporary employees, as necessary.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Excellent oral and written communication skills.
- Proficient in use of standard information technologies including Microsoft software (advanced knowledge of Excel preferred), the internet, and student information databases.
- Extensive knowledge in career advising including a broad and deep understanding of career resources, career readiness program best practices, job market projections and trends, and graduate school options.
- Broad and deep understanding of college admissions process and college graduation requirements.
- Experience hosting webinars and utilizing Zoom or other video chat platforms.
- Minimum of three years’ experience in the educational and/or non-profit sector.
- Knowledge of the IGETC requirements, community college retention programs.
- Knowledge of challenges of community college and four-year college students and understanding of opportunities to help students persist and transcend obstacles.
- Awareness and understanding of underrepresented, first-generation college students are required.
- Broad understanding of financial aid.
- Familiarity with all CA systems of education (Community College, UC, CSU, and Private)
- Bilingual Spanish/English language skills extremely desirable.
- Proven ability to work independently and as a contributing member of a team.



Education and/or Experience:

This position requires a Bachelor's degree or greater in education, sociology, counseling, or a related field; Master's Degree desired, but not required.

Certificates, Licenses, Registrations:

A current California Driver's License and current automobile insurance coverage.

Salary:

\$64,480/year

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers and smartphones. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, must be available to work irregular hours, shifts, weekends, holidays. Noise level in the work environment is usually moderate. Employee will constantly work in indoor/outdoor weather conditions.

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.