



Date: October 7, 2016
Title of Position: Coordinator of Career Planning & Placement
MCCC Unit Position; Grade 6
Salary: Estimated range \$60,944 - \$63,223 (per MCCC contract) with benefits
Effective: December 2016

Position Overview: The Coordinator is responsible for overseeing the College’s career planning and placement activities including, but not limited to: providing direct support as well as comprehensive career counseling (career searching, interviewing, resume writing, and job placement, etc.) and programming (career exploration workshops, job fairs, career fairs, etc.) to students and community members; working with faculty to provide in-class presentations related to career exploration and career services; collaborating with academic deans, department chairs, program advisors, and faculty to identify work experiences appropriate to programs of study; and providing employment requirements and labor market information to the college community. Additionally, the Coordinator is responsible for partnering with public agencies to promote career opportunities and public relations for the College and its students; working with faculty to develop strategies for assessing internships and/or experiential learning experiences and recruiting prospective employers and coordinating placement of student workers to support such experiences; and developing relationships with community career centers. The Coordinator will also assist with special events within the division including new student orientation and other student focused programs.

Qualifications: Master’s degree business administration, human resources, counseling, education, or closely related field; with 6 years of experience and/or training that includes career counseling, human resource management, recruitment, educational/psychological assessment, counseling, marketing, and public relations; or equivalent combination of education, training, and experience. Strong oral and written communication skills; ability to collaborate with internal and external constituents; ability to provide and analyze data and information to inform campus leadership on opportunities to develop internships, career placement paths, and academic programs that lead to careers; and comfort with using social media and emerging technologies. Knowledge of local, regional, and national jobs and markets. Experience working with diverse populations.

Additional information: Source of Funding: State funded
Area of Assignment: Enrollment Management
Supervisor: Dean of Enrollment Mgmt & Student Success

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) current professional references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu

Application closing date: October 24, 2016. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.