



PASADENA AREA COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Professional Expert – Career Advisor

STARTING SALARY:	\$23.00 Per Hour
DEPARTMENT:	Freeman Center for Career and Completion
DIVISION:	Economic Workforce Development
NUMBER OF POSITIONS:	Three (3)
APPLICATION OPEN DATE:	10/01/2024
APPLICATION DEADLINE:	10/29/2024
TENTATIVE START DATE:	01/13/2025
POSITION END DATE:	06/30/2025 <i>*Opportunity for 2025-2026 rehire</i>
FLEXIBLE OFFICE HOURS:	Monday to Friday, 8:00am to 5:00pm
WORK MODALITY:	This position is scheduled to work in-person.
WORK SCHEDULE:	Typically scheduled to work between 16-22 hours on average per week during office hours.

ABOUT PASADENA CITY COLLEGE:

Pasadena City College (PCC) provides a high-quality, innovative and dynamic learning environment that inspires student success. Each semester we offer academic programs that encompass degrees, transfer programs, and certificates to 26,100+ students. As a Hispanic-Serving Institution (HSI), we are dedicated to providing culturally responsive programs, resources, and support services that enhance educational opportunities, promote equity, and empower our Latina/e/o/x and Chicana/o/x students to thrive academically and beyond.

ABOUT THE FREEMAN CENTER:

The Freeman Center for Career and Completion is the central hub for career services at Pasadena City College. We prioritize and center our students' unique lived experiences in their career exploration journeys. We strive to empower students by ensuring their voices and stories are at the heart of the career development process. Our dedicated team helps bridge the gap between academia and the world of work by creating meaningful opportunities for students to engage with industry professionals from all sectors, including good-quality jobs and paid internships.

We prioritize an inclusive environment where every student feels valued and equipped to explore their unique strengths and interests. By focusing on each student's individual path, we aim to cultivate confidence and clarity as they navigate their future careers. Join us at the Freeman Center, where we celebrate diversity, promote equity, and empower students to turn their aspirations into reality. Your career journey starts here!

LABOR ACKNOWLEDGEMENT:

We acknowledge that the United States was built on the forced labor of enslaved Black people, whose contributions shaped our culture, economy, and society. We remember those who perished during the Middle Passage and those who faced violence and dehumanization under White supremacy. Their suffering and sacrifices have left lasting impacts, and we recognize the ongoing struggles of Black and Brown individuals who continue to work tirelessly, often in the shadows, for our collective benefit. We honor their legacy and the generational trauma that persists today.

JOB SUMMARY:

As part of our dedicated career center team, our Career Advisors play a vital role in helping students prepare for their careers. Working under the guidance of the Director, Career Advisors provide a range of supportive career services tailored to each student's unique journey. From exploring career options and job search strategies to crafting standout resumes for internship opportunities, Career Advisors are typically the first point of contact for students who may not know what they want to major in or what career path to pursue. Career Advisors work closely with our Career Counselors and Employer Engagement team to enhance access to career services and ensure every student feels supported as they navigate career choices.

DUTIES & RESPONSIBILITIES:

- **Personalized Career Advising:** Meet one-on-one with students to help them explore their identities, build networking skills, engage in major and career exploration activities, and develop essential career readiness competencies.
- **Workshop Development & Facilitation:** Design and present career development workshops and activities that empower students to pursue their career goals.
- **Data-Driven Assessment:** Conduct quantitative and qualitative surveys to gather insights on student needs, informing the development of career center programs.
- **Resource Navigation & Referrals:** Assess student needs and provide referrals to specialized services such as career counseling, academic support, and basic needs.
- **Inclusive Advising Practices:** Incorporate student and career development theories along with cultural competencies into your advising approach to ensure relevant and effective support for all students.
- **Collaborative Engagement:** Establish and/or maintain partnerships with student empowerment groups, student clubs and organizations, and other student services programs to enhance access to career services.
- **Event Planning & Support:** Participate in planning committees for career fairs, career development programs, and career exploration events.
- **Student Outreach:** Engage in campus tabling and outreach initiatives to increase awareness of career services and demystify the role of the career center.
- **Professional Development:** Attend departmental meetings and participate in training opportunities to continuously improve skills and knowledge about career.
- **Labor Market Research:** Utilize job market trends, including in-demand skills and experiences, to offer informed guidance to students as they plan their careers.
- **Additional Responsibilities:** Perform other related duties as assigned or requested that contribute to the overall success of the career center team.

MINIMUM QUALIFICATIONS:

This position is designed for individuals who have completed a bachelor's degree and are currently enrolled in a master's program related to college counseling, career counseling, student affairs, and/or a similar discipline.

DESIRED QUALIFICATIONS:

- Students currently enrolled in their first or second year of their graduate program
- Graduate students with a desire to become a Community College Counselor
- Knowledge of counseling theories, holistic care practices, and student success frameworks
- Familiarity with career exploration resources, such as O*Net, California Career Zones, and/or the Occupational Outlook Handbook
- Experience working in education and providing support to students from diverse backgrounds
- Demonstrated committed to promoting equity and inclusion in higher education

APPLICATION INSTRUCTIONS:

Those interested in applying to this position should submit an [online application](#) by the deadline of **October 29, 2024 at 11:59 p.m. (PST)**. Please prepare to upload the following documents in the application link.

- Professional Resume
- Unofficial Undergraduate and Graduate School Transcripts
- Cover Letter (optional, but highly recommended)

TENTATIVE INTERVIEW TIMELINE:

Interviews for these three open positions will be scheduled between 11/11/2024 to 11/22/2024. First-level interviews will be held online via Zoom and second-level interviews will be held by phone.

MORE INFORMATION:

For any questions regarding this employment opportunity, please contact the hiring manager Jacqueline Sacoto at jsacoto@pasadena.edu.

