**Position:** Veterans Career Services Specialist (part-time)

**Primary Locations**: St. Joseph’s University New York, Long Island Campus & Great River Office

**Reports to**: Project Coordinator, US Dept. of Education *Centers of Excellence for Veteran Student Success (CEVSS) Grant*

The Veterans Career Services Specialist will serve as the university’s primary point person for career services and professional development for the Brooklyn and Long Island Campuses’ military-affiliated (MA) students and will report to the 3-year Grant’s Project Coordinator. This position will provide all career services functions, including individual military and veteran-centric career counseling, coaching, and utilization of external MA career development and employment resources. The planning, creating and execution of MA-specific career development programs is essential and will include developing an awareness of the services provided and heightened utilization of these services by the university’s military-affiliated cohort.

**Primary Duties and Responsibilities Include:**

- Host career/post-graduate guidance appointments for MA students.

- Connect MA students with the Handshake career platform and assist with job searches

- Develop and maintain a Veteran-specific Job Bank

- Administer the Internship Stipend program for veterans partaking in an unpaid internship.

- Provide career guidance honing resumes, mock interviews, and other related skills; translating military service experience to civilian resume

- Assist Office of Alumni Engagement in developing an Alumni Veteran Mentoring network.

- Support usage of SJConnect cultivating an online veteran student-alumni mentorship group

- Serve as a university liaison/ambassador on campus and in the military/veteran community

- Assist in gathering feedback and data on grant program usage and survey assessments.

- Meet with the Grant Project Coordinator bi-weekly and participate in monthly Vet Team meetings

**Required Experience/ Qualifications:**

- Bachelor’s and/or Master’s Degree

- Experience working in the Career Development/Services field

**Preferred Experience/ Qualifications:**

- Higher Ed Career Services experience and/or formal credentials a plus

- 1 year of prior experience advising those that are military-affiliated in the higher education or employment sector

- Professional and/or personal experience in military transitions (service to civilian; service to student)

- Knowledge of and familiarity with NY area military and veteran community resources

**Salary:** $27,500 annually

**Work Hours/Schedule**: 18 hours per week

**Please submit a Cover Letter and Resume via email to the attention of**:

Alyia Perez, Project Coordinator, *CEVSS Grant*

Edgrant@sjny.edu

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