



Student Employment Specialist

The Benjamin Franklin Institute of Technology, founded in 1908, is a private technical college located in Boston's historic South End neighborhood. The college is proud of its long tradition of educating students for technical careers. We offer our students technical education combined with the communication and analytical skills that will prepare them to build a viable career.

The Department of Career Services and Industry Partnerships is seeking a **Student Employment Specialist** who will be responsible for preparing and assisting students in securing both non-career related and career related part-time jobs. He or she will source and contact appropriate employers to obtain part-time job leads as well as inform and educate employers to the technical training programs offered by the school. The incumbent will communicate open job leads to the student body and then work with students to ensure job readiness.

Key responsibilities include:

- Implementing an outreach plan to college friendly and industry specific employers via phone calls, mail and in-person visits.
- Assisting in the planning and implementation of job fairs, networking events, career-related programs, and on-site employer visits.
- Delivering job search workshops to students; provide resume assistance, mock interview sessions and other career related support services.
- Promoting the availability of part-time opportunities to students through classroom presentations, bulletin board displays, email notifications, website postings and social media.
- Serve as a liaison between students and employers; refer qualified students to appropriate part-time job openings. Counsel and monitor student's job search process to ensure their preparedness for the workplace; follow up with students and employers as needed.
- Maintain accurate student records of employment, track measurable outcomes and compile statistical reports.
- Work with Student Financial Services department to identify and prioritize high need students.

Qualifications:

- Bachelor's degree, master's preferred, in counseling or related fields.
- 2 or more years experience providing career services and counseling/advising to students; preferably in a higher education setting.
- Ability to build and manage relationships with employers and conducting outreach to the business community.
- Strong computer skills and a proven ability to use social media platforms.
- Experience working with students from diverse backgrounds.
- Team player who is able to collaborate and multi-task in a fast-paced environment.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

Interested candidates are asked to submit a cover letter, resume, and professional references via e-mail to Phyllis Molta, Director of Career Services and Industry Partnerships at pmolta@bfit.edu.

The Benjamin Franklin Institute of Technology is an Equal Opportunity Employer. Applications from individuals who would increase the richness of the Institute's diversity are welcomed.