



Position: Career Services Liaison

Department: Student Affairs Division

Employment type: Part-time, 20 hours or less

Overview: As a member of the Student Affairs Division at PVCC, the Career Services Liaison connects students with the information and individual assistance needed to navigate their search for employment. This role is aligned with the National Association of Colleges and Employers (NACE) competencies, providing valuable experience in career services, communication, and teamwork.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Develop professional skills through continual learning and effective advocacy.
- **Tasks:**
 - Show awareness of strengths and areas for improvement while seeking opportunities for professional growth.
 - Advocate for oneself and others in career development contexts.
 - Display curiosity and actively pursue learning opportunities.

Communication:

- **Skills:** Communicate effectively and organize information clearly.
- **Tasks:**
 - Perfect methods of instruction to ensure clear and efficient communication with employers and students.

- Use active listening, persuasion, and influencing skills to gather and convey necessary information.
- Ask targeted questions to obtain specific details from supervisors, specialists, and job-seekers.

Critical Thinking:

- **Skills:** Anticipate needs and make informed decisions based on situational analysis.
- **Tasks:**
 - Proactively identify and address needs, prioritizing action steps accordingly.
 - Communicate decisions and rationale effectively while considering diverse perspectives and experiences.

Equity and Inclusion:

- **Skills:** Promote and practice inclusivity and equity in all interactions.
- **Tasks:**
 - Advocate for equitable practices and empowerment for historically marginalized communities.
 - Maintain an open mind to diverse ideas and new approaches.
 - Leave personal biases aside when serving clients.

Leadership:

- **Skills:** Inspire and motivate while effectively managing projects.
- **Tasks:**
 - Encourage both students and employers equally, fostering a supportive environment.
 - Serve as a role model by demonstrating confidence and positive business conduct.
 - Plan, manage, and complete projects assigned by the Director in a timely manner.

Professionalism:

- **Skills:** Demonstrate reliability and maintain a professional image.
- **Tasks:**
 - Report to work and appointments as scheduled, showing dependability.

- Maintain a positive personal brand that aligns with organizational values and career goals.

Teamwork:

- **Skills:** Collaborate effectively and leverage team strengths.
- **Tasks:**
 - Be accountable for individual and team responsibilities, ensuring deliverables are met.
 - Use personal strengths to complement those of team members and collaborate to achieve program goals with the Career Manager.

Technology:

- **Skills:** Utilize technology to enhance efficiency and achieve strategic goals.
- **Tasks:**
 - Use College Work Network software to manage job listings and communications.
 - Introduce and implement new technology for the Career Services Program as directed.

Additional Responsibilities:

- Perform other tasks as assigned by the Career Services Manager or Director.

Required Qualifications:

- Strong organizational and communication skills.
- Ability to effectively manage information and support career development activities.

Additional Considerations:

- Experience with job listing and management software.
- Familiarity with career services and program development.

By fulfilling these responsibilities, you will contribute to enhancing career support services, improving accessibility for all students, and gaining valuable experience in career development and program management.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

