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**College and Career Attainment Specialist**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Library currently seeks a **College and Career Attainment Specialist.** Responsibilities include:

**Instructional Support & Retention**

 • Provide one-on-one and small-group support and advisement for program enrollees on an ongoing basis

 • In coordination with the instructor, identify specific learning barriers requiring support and intervention

 • Coordinate services with the Tech Tutor to optimize each participant’s access to technological and academic

 and services needed

**Program Coordination**

* Coordinate College and Career Readiness sessions
* Oversee and serve as liaison to internship sites regarding participants’ on-site performance in line with program expectations

**Reporting**

* Conduct timely monitoring of each participant’s progress and regularly report out to program staff at both institutions
* Track and monitor rates of participant: attendance, engagement with learning activities, submission of assignments and learning progression
* Develop and maintain documentation on participant progress within an established Portfolio system accessible for weekly staff review

**QUALIFICATIONS:**

**Required**

* Bachelor’s degree in education, social work or a related field required
* Experience in positions serving immigrant youth required
* Must have strong organizational skills and attention to detail and possess excellent verbal and written communication skills
* Must be proficient with collecting and managing data and in the use of Microsoft productivity software, navigating the web, and data entry

**Preferred**

* Experience serving English Language Learners
* Bilingual communication (oral and written)

**To Apply:** Please email resume and cover letter to hpljobs@hplct.org and reference **College and Career Attainment Specialist** in the subject line of your email.

**Hartford Public Library is an Equal Opportunity Employer.**