



## **College and Career Attainment and Retention Specialist – Part Time**

This role is essential in guiding underserved student populations—including immigrants and English Language Learners (ELLs)—toward success in education and employment. Depending on the needs of the individual, the Specialist delivers comprehensive career services and/or post-secondary education support. Career services include: conducting, readiness sessions, employment skills workshops, and individualized guidance through mock interviews and job search strategies. Education services include supporting students through the process of identifying and applying for college or other post-secondary educational pursuits through graduation. Services are tailored to help individual students achieve educational and career goals. In addition, the position collaborates with academic institutions, employers, and workforce agencies to ensure participants have access to resources, job opportunities, and the tools necessary for long-term career and educational success. ***This is a temporary, grant funded, part-time position ending 06/30/2026 with a possibility of renewal.***

### **RESPONSIBILITIES INCLUDE:**

#### **Counseling- Post-Secondary Education Attainment**

- Assesses factors influencing post-secondary education attainment including interests, abilities and aptitudes.
- Identifies barriers that may hinder participant's ability to achieve post-secondary education.
- Counsel and guide underserved student populations enrolled in Hartford Public Library's ESL/Citizenship and other sponsored programs. This involves meeting with students individually to support them through the process of identifying and applying for college or other post-secondary educational pursuits through graduation. Individual areas of support include navigation of the admissions process, financial aid (including special services for undocumented students), placement testing, and student resources.

#### **Counseling- Career Attainment**

- Assesses factors including barriers that influence career development, including interests, abilities, and aptitudes.
- Facilitates career readiness group sessions for English Language Learners (ELLs) and other program participants.
- Delivers employment skills workshops including mock interviews with an emphasis on soft skills, confidence, and other job retention strategies.
- Provides access to resources and information to support career development.

#### **Post-Secondary Education Placement**

- Supports students who are successfully enrolled, maintain good standing in a post-secondary education program, including the ongoing course registration process. Ensures connection to academic advisor and other student support.
- Identifies summer bridge or related programs designed to supplement learning.  
Assists students losing "enrolled" status.

#### **Job Placement**

- Assists participants in identifying job opportunities aligned with their skills, experience, and career goals.
- Collaborates with American Job Centers (AJCs) and employers to generate job leads and placement opportunities.
- Promotes awareness of job fairs and employer events among program participants.
- Supports participants throughout the application, interview, and onboarding process to ensure successful placement.

## **Strategic Partnerships & Access**

- Facilitates access to resources and information that promote post-secondary education attainment and career development.
- Cultivates and sustains strategic relationships with key stakeholders and anchor institutions to drive systemic changes that remove barriers to educational and career opportunities.
- Develops and oversees a peer mentor program for students pursuing career and/or post-secondary goals, including mentor training, matching, and progress monitoring.

## **Program Monitoring & Student Support**

- Tracks program outcomes and outputs, including academic progress and job placement results, to monitor participant success.
- Prepares reports and maintains documentation to support program evaluation and continuous improvement.
- May supervise staff, interns, and volunteers, providing guidance, training, and performance oversight as needed.

Other duties as assigned.

*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.*

## **EDUCATION and EXPERIENCE/QUALIFICATIONS**

### **Required**

- BA in related field.
- Minimum 3 years of experience in academic and/or career counseling/workforce development preferably in an urban setting.
- Experience working with diverse populations, including English Language Learners (ELLs), immigrants, and underserved communities.
- Possesses in-depth knowledge of post-secondary admissions and/or career development strategies and labor market trends.
- Exceptional technical proficiency with advanced knowledge of common office software and digital platforms, and a proven ability to quickly master and adapt to new technologies.

### **Preferred**

- Master's degree in counseling, education, workforce development, or related field.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

**What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference “College and Career Attainment and Retention Specialist” in the subject line of your email.

**Hiring Range:** \$30.09 - \$32.70 DOE

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