Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for a Career Advisor. This is a part-time position with an expectation of 25 hours per week. The Career and Transfer Advisor will guide, and support students through the transfer planning, processes. Assist students in analyzing their interests and skills and developing career goals that are congruent with their chosen major. The Career and Transfer Advisor will assist with implementation, presentation, and evaluation of career and special topic workshops including, but not limited to, choosing your 4 year institution, developing a transfer checklist, application assistance; portfolio construction; transfer expo preparation. The Career and Transfer Advisor will also assist with career programs including planning, marketing and implementation and gathering data to analyze program effectiveness. The Career and Transfer Advisor will work to collaborate with faculty members to develop programming designed to support the needs of students in the differing programs.

The mission of The Office of Career and Transfer Services is to equip all Harcum College students and alumni with the skills necessary to have a competitive edge in their academic and career arenas. We also seek to Empower, Educate, and Train students to proactively engage in the career and transfer process as well as chart their path toward life-long career achievement.

Responsibilities:

- Meet individually with students to help them navigate internal transfer needs.
- Meet individually with students to identify and develop academic and career goals.
- Assist students with selecting and applying to four year institutions.
- Research and evaluation of current and emerging trends of transfer students nationally and regionally.
- Market and advertise and co-facilitate networking at transfer related events and workshops.
- Serve as a liaison role to develop and maintain positive working relationships with regard to transfer coordination and services.
- Foster relationship with faculty to increase student engagement in services offered.
- Work collaboratively as a member of the Career and Transfer team on events, promotions and other related tasks.
- Perform other duties as assigned by Program Director.

Qualifications/Skills:

- Master’s degree in counseling or higher education preferred not required
- Experience managing student staff or paraprofessional staff
• Good writing skills
• Strong interpersonal skills
• Ability to prioritize and manage multiple projects simultaneously
• Ability to work in a fast-paced environment
• Strong customer service skills
• Strong teamwork skills
• Ability to work with confidential information

WORK ENVIRONMENT:

Work is typically performed in an office environment with a high level of student contact. During peak periods such as beginning of term, incumbent will typically work extended hours possibly including weekends. The incumbent is also asked to demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION

Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes MUST include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu