

Job Title	Career Counselor HCC Spring Branch
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	The CISH Career Counselor will collaborate with SBISD, HCC-SB and CIS to connect SBISD students and HCC-SB students with the HCC-SB workforce faculty, internships and employment opportunities and exposure to education and career opportunities. The Career Counselor will help students bridge the transition from high school to community college. As part of the CIS team working with SB High Schools and HCC-SB, the Career Counselor provides training and information on career pathways, financial aid, registration, enrollment and college and workforce preparedness. A critical component of the position will be to develop relationships with businesses along the Energy Corridor to expand opportunities for students and collaboration between SBISD, HCC-SB and local business and industry.
Qualifications	<p>ESSENTIAL FUNCTIONS/OBJECTIVES</p> <ul style="list-style-type: none"> • Manages direct service delivery of the CIS components: academic support, career awareness and cultural enrichment indicated in performance expectations. • Case Management of SBISD high school students who express interest in attending HCC-SB to assure that they enroll after graduation in a program appropriate to their interests and complete that program. • Network with local business to establish and coordinate work and learn projects in the community, job shadowing opportunities, internships, externships and employment. • Advise students on how to research potential areas of career interest, conduct a career search, utilize the resources provided by HCC-SB, prepare for successful employment, and resolve problems in the workplace. • In collaboration with SBISD, CIS High School Project Managers and HCC-SB Counseling Department plan and conduct workshops on career development and career opportunities. • Perform other administrative functions that may include interfacing with campus teams and community partners/resources, departmental and agency activities; and documentation of service delivery.
Salary/Hours	\$38,000 to \$40,000 annual Salary / 37.5 hours per week /Full time position
Employer/Agency	Communities In Schools of Houston, Inc.
Address	1234 North Loop West, Suite 300
City, State, Zip	Houston, Texas 77008
Contact Person	Mable S. Gibbs
Contact Title	Director of Human Resources
Telephone Number	713-654-1515, ext. 125

Fax Number	713-862-4885
Email Address	mable@cis-houston.org
Application Method	Send resumes to hrresumes@cis-houston.org
Opening Date	July 30, 2013

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.