

**Career Connections Pathway Coordinator
Community College of Philadelphia**

Direct Link: <https://www.AcademicKeys.com/r?job=256170>

Downloaded On: Jul. 19, 2025 6:59pm

Posted Apr. 24, 2025, set to expire Aug. 22, 2025

Job Title Career Connections Pathway Coordinator
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Apr. 24, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs
Administration - Human Resources

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Job Description

Posting Details

Position Information

Position Title: Career Connections Pathway Coordinator

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Requisition Number: SCA00805

General Description

Reporting into the Director, the Career Connections Pathway Coordinator provides guidance and career-readiness coaching to students and alumni of the College based on their academic pathway/major and career goals. The position requires a high-level of interaction with students, faculty, staff, and employers, as well as the ability to exercise considerable initiative, collaboration and independent judgment. The Career Connections Coordinator supports the department in maintaining and establishing key partnerships with employers throughout the City of Philadelphia and region to create internships, externships, career development and job opportunities for our students and alumni.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Proactively engage students in assigned academic pathways regularly providing individualized career coaching sessions for students, including career exploration, resume and cover letter

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development, interview preparation, and job search strategies.

- Conduct workshops and presentations on topics such as career planning, job search techniques, networking and professional career ready skills development. Conduct follow-ups and assessments with students and employers.
- Facilitate and manage all career-readiness outreach activities and events for students and alumni for assigned academic pathways including program and event implementation and evaluation of activities and outcomes.
- Assist in the coordination of employer engagement activities for students in designated academic pathways, such as; identifying industry related guest speakers, career fairs, employer site visits, job-shadow experiences, experiential learning opportunities and information sessions each semester.
- Research and report on employment trends that align with assigned academic pathway as well as approaches in the career services industry and increase the likelihood of hiring outcomes and professional advancement when applicable.
- Regularly attend NACE webinars to remain up to date on trends in the field of Career Services.
- Act as a liaison between employers and students for designated pathways and industries.
- Assist the Director in the development of action plans to enhance employer and student engagement for assigned academic pathways based on the strategic plan goals for Career Connections.
- Utilize department career-readiness database systems to report, track, measure and analyze outcomes and activities to Director (Handshake, Big Interview, Focus2Career, etc.).
- Assist the Associate Director with outreach and management of employers for on-campus events (on an as needed basis) for industries related to assigned academic pathways.
- Assist the Director in creating policy and procedures to ensure the quality and integrity of career-readiness events and activities, internship development and employer partner alignment.
- Collaborate with Career Connections staff to organize and set the annual departmental and employer events calendar, including all deadlines and processes.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree from a regional accredited institution in Career Counseling, Human Resources, Education or a related field.
- At least 6-12 months of experience in a career service setting is required.
- 2 years of relevant work experience, in areas such as talent acquisition, recruitment, student engagement, career counseling, job placement, or related experience. is required.
- Excellent presentation and communication skills, with great ability to persuasively present

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workshops to students, employers, internal and external audiences, and all levels of management.

- Strong student advocacy skills with a proven ability to work with a diverse population of students, employers, faculty and colleagues.
- Excellent inter-personal and collaboration skills required.
- Ability to work in a team environment and build cooperative relationships with a diverse group of individuals.
- Analytical, reasoning and problem-solving skills required.
- Excellent organizational and time-management skills required.
- Familiarity with career services-related software required.
- Excellent project follow-through ability.
- Demonstrated proficiency using MS Word, Excel, and PowerPoint required.
- Demonstrated professionalism required.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students required.

Preferred Qualifications

- Master's degree in Career Counseling, Human Resources, Education or a related field preferred.
- 2 years of experience in higher education strongly preferred.
- Familiarity with current job market trends, employer recruitment practices, and industry-specific hiring processes preferred.
- Experience developing and delivering career-related workshops and programs preferred.
- Networking skills and the ability to build relationships with employers, faculty, and alumni preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

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- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 2

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$58,000

Job Posting Open Date: 10/30/2024

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in

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matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)
3. * Do you have a bachelor's degree from a regional accredited institution in Career Counseling, Human Resources, Education or a related field?
 - Yes
 - No
4. * Do you have at least 6-12 months of experience in a career service setting?
 - Yes
 - No
5. * Do you have 2 years of relevant work experience, in areas such as talent acquisition, recruitment, student engagement, career counseling, job placement, or related experience?
 - Yes
 - No
6. * Do you have a Master's degree in Career Counseling, Human Resources, Education or a related field?
 - Yes

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- No
- 7. * Do you have a minimum of 2 years experience in higher education?
 - Yes
 - No
- 8. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI269409756

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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