

Education & Career Advisor - Essex County Sheriff's
Department
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262904>

Downloaded On: Sep. 24, 2025 9:09pm

Posted Sep. 24, 2025, set to expire Jan. 21, 2026

Job Title	Education & Career Advisor - Essex County Sheriff's Department
Department	Operations
Institution	Northern Essex Community College Haverhill, Massachusetts
Date Posted	Sep. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
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Job Description

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Education & Career Advisor - Essex County Sheriff's Department

POSITION: Full-Time Education & Career Advisor (Career Development Counselor):Essex County Sheriff's Department; position includes travel within the Essex County Sheriff's Office Continuum; MCCC/MTA Unit Professional Position; 37.5 hours/week, Monday/Wednesday 11:00am - 7:00pm, Tuesday/Thursday/Friday 8:00am - 4:00pm; Pay Grade 4; This position is funded through general fund appropriations from the Essex County Sheriff's Department.

SUMMARY:The Advisor, who reports to the Assistant Director of Operations, will play a crucial role in supporting incarcerated and justice-involved individuals at the Essex County Sheriff's Department's

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carceral and/or reentry settings. They are responsible for providing comprehensive advising, assessment, and guidance to students throughout their educational and career journey.

RESPONSIBILITIES:

Specific duties for this position include:

- Maintains a caseload of students across the ECSD continuum
- Document advising notes, intake data, attendance, and other required information in designated platforms.
- Orients, intakes, enrolls and assesses new students
- Monitor student progress and attendance, work with students to identify the positive and negative forces in their lives that support and hinder their persistence and success. Lead resolution efforts, including referrals to academic supports.
- Provide support for individual education and career planning, advising for post-secondary education/ training, and career opportunities.
- In collaboration with Learning Specialists, support students to develop Education and Career Plans
- Oversee and facilitate the Transition Planning process to ensure students have a comprehensive Transition Plan in place that supports their successful re-entry and transition after release from the correctional facility.
- Leads culturally responsive College and Career and Bridge to Work classes
- Refers and connects students to relevant education, vocation, and career planning community services
- Maintains and posts advising office hours for students
- Collaborates with instructor(s) to ensure that student goals and assessment results inform instruction
- Networks with local/regional employers and education providers to help students connect to employment opportunities
- Participates in required staff meetings, professional development
- Contribute to program planning and development activities
- Develops and maintains relationships with school districts to support student record retrieval and progress monitoring.
- Adheres to policies, procedures, assurances and timelines defined by federal and state grants, ESCD, and internal guidance documents
- Complies with ADA (American with Disabilities Act) to include Individualized Education Plans (IEP), accommodations/modifications approved by NECC, and policies and processes established by Special Education in Institutional Settings

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- Demonstrates the ability to work as a member of a team and the capacity to work across departments and/or disciplines
- Engages with students both in housing units within correctional facilities and in community-based locations post-release
- Collaborates with ECSD staff to enhance and streamline student support efforts.
- Participates in an annual evaluation/performance review conducted by the Assistant Director of Operations
- Performs other duties as requested by the Assistant Director of Operations
- The Classification Specification is available at:
[https://www.mass.edu/shared/classificationspecs/specsmccc/Career Development Counselor - HB 1109.doc](https://www.mass.edu/shared/classificationspecs/specsmccc/Career%20Development%20Counselor%20-%20HB%201109.doc)

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Counseling, Psychology, or closely related field; with three (3) years of experience in Higher Education, Community Education, personal/academic advisement, non-traditional student interaction, program management, or an equivalent combination of education, training and experience
- Experience and/or training that includes experience with and sensitivity to Adult Basic Education (ABE) students
- Sensitivity to cultural issues of immigrant language learners
- Ability to work as part of an educational team
- Familiarity with Microsoft Office and institutional software

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK

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: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

GRADE AND SALARY: Anticipated salary is \$63,159.00 - \$68,895.00 (MCCC Pay Grade 4 with a Bachelor's degree) annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

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

Contact

Operations
Northern Essex Community College

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