

# **Healthcare Career Pathway Specialist Tompkins County**

**Department:** Tompkins-Seneca-Tioga BOCES  
**Classification:** Competitive  
**Approved:** 4/2026  
**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a New York State registered two-year college with an Associates Degree AND at least three years experience working within student recruitment or experience in a non-profit organization, health system, business, K-12 education or college **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma AND three years experience working within student recruitment or experience in a non-profit organization, health system, business, K-12 education or college; **OR**
- (c) Any combination of education and experience equal to or greater than that described in (a) or (b) as determined by the Commissioner of Human Resources.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The Regional School Success Department's mission is to support our component districts in accessing high-quality resources and services, so that each and every student in our area has access to equitable educational opportunities. The Healthcare Career Pathway Specialist will work closely with the Coordinator for Early College Access and Regional Learning Pathways to expand student access to authentic, hands-on career exploration and learning experiences in the healthcare field. Acting as a link between the school districts and the healthcare system, this position supports student-focused programs that strengthen career pipelines and create meaningful educational and clinical experiences for local students.

## **TYPICAL WORK ACTIVITIES:**

- Facilitating collaboration between BOCES, local schools, institutions of higher education, and community partners to design, implement, and expand talent pipeline initiatives;
- Scheduling work-based learning opportunities for students at local healthcare sites and organizing guest speaker visits to schools;
- Assisting with developing and facilitating career exploration academies and experiences for students over the summer and other times outside of the regular school day;
- Designing public relations content and other communications to promote the healthcare careers pathway in the component school districts and broader TST community;
- Meeting with students and school counselors to support appropriate student placement in regional pathway programming;
- Serving as the primary liaison between TST BOCES, school districts, and regional healthcare providers to develop and implement work-based learning experiences for students, ensuring effective communication between stakeholder groups; and
- Other responsibilities as assigned by the Director of Regional School Success.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to demonstrate a deep a commitment to expanding equitable educational opportunities for all students;
- Ability to maintain accurate and detailed records of work towards project goals;
- Ability to represent TST BOCES with professionalism when interacting with all stakeholder groups;
- Working knowledge of the range of career opportunities within the healthcare field;
- Ability to collaborate and communicate effectively with a variety of stakeholders, including students; and
- Ability to support multiple projects simultaneously, with strong attention to detail.

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H50