
Job Title	Job Developer
PVN ID	BM-1707-001920
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Continuing Education
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Apr 25, 2018 (Or Until Filled)

General Description

Borough of Manhattan Community College, Center for Adult Continuing Education is looking for a Job Developer to connect our students with professionals within the technology and allied health sectors. Reporting to the ACE Directors, the individual must deliver outcomes for both tuition and grants programs.

The Job Developer will work one-on-one with clients to assess their capability and experience and to develop and implement vocational plans that provide them with the tools they need to find and retain employment. This will include preparing resumes, conducting mock job interviews, responding to job leads, assisting clients applying to on-line positions and providing extensive retention support. The individual will be responsible to build capacity to effectively serve adult learners, unemployed and underemployed workers to re-enter the job market.

Other Duties

- Understand I.T. & Allied Health labor and market demands by researching industry trends using various sites: Dept. of Labor, Indeed, Career Builder, and attending industry forums, etc., Research, identify, engage and negotiate with sector based employers hiring for internships, entry level and mid-level roles.
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of BMCC's ACE
- Facilitate Job Readiness Workshops: Help students improve their soft-skills, how to fill out on-line application, resume writing, interview preparation, building their brand through social media, job retention skills while developing professional attitudes;
- Maintains and develops personal contacts with employers in the health, technology, and professional business sectors to promote BMCC students for externship and job placement opportunities.
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs

- Initiate cold calls to potential employers; anticipate the benefits and employment services provided by programs to employers, including employer's special needs;
- Conducts at least six employer contacts each week to learn about businesses and employer needs, to talk about specific clients who are looking for work and/or to talk about employer services offered by ACE program.
- Conduct market research for job leads; locate jobs for participants who have successfully completed training programs; collect data from employer including job requirements and skills;
- Match job skills with applicant qualifications; Arrange for interviews; monitors participant performance on the job and counsels participants when job performance is not satisfactory;
- Develops an individual employment plan with the client and with input from the social worker and other co-members. Incorporates information about the person's culture (as defined by each client) that related to work and school. Updates the employment plan quarterly or when there is a change in employment or education status.
- Assist participants in preparing job search portfolio; provides job search/career information workshops and presentations;
- Work closely with participants to improve job performance and gain necessary job skills or reviews other employment options;
- Maintain contact with employers during the participants' employment and reports results to appropriate staff
- Track participant activity and progress data
- Helps clients find and keep competitive employment that is consistent with their vocational goals.

Qualifications

- Bachelor's Degree with at least four years of work experience is required; or, Master's Degree public administration/policy, education or related discipline is preferred.
- Significant Employment Readiness experience, especially knowledge of I.T. and Allied Health workforce development; Ability to be flexible and to work carefully and quickly to meet the demands of a busy programs;
- Excellent oral and written communication skills;
- Must be a team player and be able work with various faculty, and staff. Strong interpersonal skills and outstanding written and verbal communication skills;
- Must have initiative, be a self-starter, and have strong analytical skills.