



Job Title	Job Developer
PVN ID	BM-2407-006334
Category	Administrative Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Sep 10, 2024 (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 in the allied health and technology sectors. Reporting to the ACE Directors, the individual must deliver outcomes for both tuition and grant funded programs.

The Job Developer will serve as an employer engagement specialist to establish relationships and develop industry experiential learning opportunities leading to job placement. The role will also serve as a career coach providing 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.

To learn more about our college, please visit: <https://www.bmcc.cuny.edu/ce>

Other Duties

- Conduct market research for job leads; locate jobs for participants who have successfully completed training programs; match employer job demands with trained skilled students who will fit requirements; collect and track data
- Research, identify, engage, and negotiate with sector-based employers hiring for paid and non-paid internships, entry level and mid-level positions
- Understand Allied Health and I.T. labor and market demands, by researching industry trends using various sites: Dept of Labor, Bureau of Labor Statistics, Indeed, Career Builder, and attending industry forums, etc.,
- Conducts Allied Health and I.T. 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 Workforce Development and BMCC's ACE

- Facilitate Job Readiness Workshops: Career Success Classes to 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 allied health, technology, and professional business sectors to promote BMCC students for externship and job placement opportunities
- Build employer job bank
- Work to secure industry partnerships with signed MOUs
- Coordinate the interview process with student and potential employer site for internship and job placement
- 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
- 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
- Assist participants in preparing job search portfolio; provides job search
- Collect industry ready resumes to market the student for internship/job placement opportunities. 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
- Distribute and collect Student/Preceptor evaluations
- Conduct evaluation of site locations
- Track participant activity and progress data
- Helps clients find and keep competitive employment that is consistent with their vocational goals
- Other duties as assigned

Qualifications

Job Requirements:

- Excellent oral and written communication skills
- Proficient in Microsoft Word, Excel and Power-point
- Must be able to conduct instructor lead virtual workshops
- 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

Education:

- 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

Required Experience:

- Significant Employment Readiness experience, knowledge of Allied Health and I.T. workforce development; Ability to be flexible and to work carefully and quickly to meet the demands of busy programs