

<b>Job Title</b>	Job Developer
<b>PVN ID</b>	LA-1802-002355
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Program for Deaf Adults
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$18.00
<b>Hour(s) a Week</b>	0.00-15.00
<b>Closing Date</b>	Apr 09, 2018 (Or Until Filled)

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## General Description

Program for Deaf Adults (PDA) is seeking a dynamic and motivated Job Developer to provide career services for Deaf and Hard of Hearing (DHH) students who are enrolled in Career Technical Education (CTE) majors by providing job coaching, internship advisement and referrals for services on and off campus. Duties include assessing DHH students for job readiness and internship placement; identifying prospective employment opportunities and matching qualified DHH students with appropriate placements.

### Responsibilities include:

- Coaches students during orientation and assessment phases of program
- Conducts ongoing assessment interviews and evaluates employability of individual students
- Provide individual or group training sessions or workshops to DHH students
- Maintain regular contact with LaGuardia's Center for Career and Professional Development, CUNYLeads, Vocational Rehabilitation, Career and Technical Education (CTE) departments, local deaf agencies
- Track students' progress and compiles and maintain data
- Create intakes, assessment and evaluation forms

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## Other Duties

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## Qualifications

- Associate's Degree; Bachelor's degree preferred
- Minimum of two years of experience working with Deaf and Hard of Hearing individuals
- Working knowledge of MS Office: Word, Excel, PowerPoint and database applications
- Excellent communication and written skills

- Fluent in conversational American Sign Language