
Job Title	IT Employment Specialist
PVN ID	LA-2007-003629
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 08, 2020 (Or Until Filled)

General Description

LaGuardia TechHire is a workforce development technology training initiative that is funded by a 4.5 year \$3.9 million U.S. Department of Labor grant, housed within LaGuardia Community College's Division of Adult and Continuing Education, Workforce Development Department. Through the TechHire program, we offer training in IT/Networking (including CompTIA A+ and Network+ certifications), web development and data analytics, all at no cost to participants. As we move into completing our grant's final six months, we are seeking a full-time IT Employment Specialist to improve employment outcomes for our IT/Networking track, which is a relatively recent addition to the TechHire portfolio.

To support the TechHire initiative in this critical stage, we are seeking an experienced, entrepreneurial and strategic individual with domain expertise in the IT sector for a full-time, short-term position. The IT Employment Specialist will be responsible for connecting qualified, career-ready TechHire students to IT and Networking positions in a variety of businesses and other organizations. Reporting to the Director of Technology Training Initiatives, the IT Employment Specialist will coordinate closely with our Career and Technical Education Assistance Center to help program participants navigate the tech ecosystem and acquire job readiness skills in support of meaningful careers.

We are looking for someone who can bridge connections with leading organizations in NYC's tech sector for the purpose of establishing exciting new internship opportunities and job leads for program participants, as well as additional training opportunities via special events. This position requires someone with energy, creativity and flexibility, dedicated not just to helping TechHire students connect with successful careers, but ultimately is committed to improving diversity in this field, as our students come from nontraditional backgrounds which are typically underrepresented in the tech industry.

Other Duties

- Develop new industry partnerships to provide ongoing internship opportunities and employment leads in the

tech industry.

- Research, identify, engage and negotiate with sector-based employers hiring for internships, entry level and mid-level positions.
- Conduct market research for job leads, locate jobs for participants who have successfully completed their training program and teach participants how to locate opportunities themselves.
- Support TechHire staff in establishing best practices for resume creation, online profile creation, online job search and interviewing techniques.
- Teach targeted job-seeking strategies to students and support staff, including making use of keywords and phrases for when looking for careers in IT, and using LinkedIn/social media.
- Provide students with career readiness support to prepare them for roles in the IT sector through workshops and individual sessions.
- Match TechHire IT/Networking students with internship and employment opportunities as they become available.
- Connect students directly with the tech industry by sourcing special event opportunities and sharing them in our slack workspace (e.g., virtual meetups, talks, hackathons etc).
- Document employment/internship activities; maintain participant files, submit reporting forms and other data. Monitor and track hiring results and employer satisfaction. Collect employment verification. Prepare written reports on weekly basis of job development and placement activities.
- Other duties as assigned.

Details:

- Location: Remote.
- Full-time preferred, part-time is also a possibility.
- Salary: \$5,000-\$6,000 monthly, for up to 6 months (equivalent to an annual salary of \$60-72K).
- Start date: ASAP; End date: December 31, 2020 (grant end date).

Qualifications

Minimum Qualifications:

- Bachelor's degree or higher.
- Must have demonstrated domain expertise in the IT sector, particularly as it pertains to employment.
- Must be knowledgeable in the growing field of opportunities in IT employment, with a solid grasp of industry trends and in-demand skills.
- Must have experience in career readiness, workforce development or recruitment (e.g., as a job developer).
- Background/certifications in IT and Network Administration are a plus.
- Must possess strong organizational, interpersonal and communication skills, with a collaborative and solutions-oriented workstyle.
- Able to work independently, perform multiple tasks simultaneously, and work within a virtual team environment with students, faculty, staff and administrators.
- Must have occasional weeknight availability to meet with students and conduct workshops as needed (classes are held Mon-Thurs 6-9pm).