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<b>Job Title</b>	Employment Specialist
<b>PVN ID</b>	LA-2502-006696
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$63,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2025 (Or Until Filled)

## General Description

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The Workforce Education Center at LaGuardia Community College is seeking an Employment Specialist for its Train & Earn Program that provides comprehensive occupational and work readiness training for out-of-school and out-of-work (OSOW) youth (16-24) for entry into high growth occupations tied to in-demand sectors. LaGuardia's training in high growth focus is in the health care arena: Emergency Medical Technician (Basic), Certified Medical Administrative Assistant (CMAA)/Certified Clinical Medical Assistant (CCMA) and Central Service Technician. Upon completion of training, students will begin a 150-hour paid internship and sit for a certification exam. Job Placement is an outcome after completion of the internship. This position reports to the Program Director of Train & Earn.

### Position Overview:

The Employment Specialist position has full responsibility for the development of internships and job placement of students after successful completion of the training. This position must connect and place students in internships related to their choice of training and then into high-quality paid work experience positions. Employer engagement is a vital aspect of the Employment Specialist position in Train and Earn and must be successful in order to meet the goals and milestones of the program

### Duties and Responsibilities:

- Develop on an ongoing basis a wide range of jobs for youth ages 16-24 in the healthcare industry that are in demand and required by the funding source
- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Support and manage a segment of participants active in the program and through follow up
- Keep updated information regarding job fairs and Internet resources and participate in outreach and recruitment activities by coordinating and attending job fairs inside and outside of the College
- Work with businesses, agencies and organizations to address employment barriers for participants
- Disseminate information; provide outreach and training to potential employers and participants
- Maintain necessary documentation records

- Provide feedback to supervisor for improving the quality-of-service delivery
- Maintain and update worksite and internship and job descriptions
- Call and/or visit worksites regularly to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, enrollment, intake, and assessments related to training and work-readiness programs
- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for participants who complete the Train & Earn program, establish referral processes with employer and actively refer participants to other resources
- Actively research, engage, and cultivate relationships with employers and health industry partners
- Maintain and contribute to a network of employer and industry contacts
- Perform other related duties as assigned by the Program Director

### **LaGuardia Community College**

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

## **Other Duties**

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## **Qualifications**

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- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques
- Ability to prepare and maintain accurate records, files, correspondence, reports and other documents related to the development of jobs
- Respond to inquiries and concerns in a timely and professional manner
- Complies with professional ethical standards
- Completes all necessary reports: including monitoring notes, data collection,
- Assists in obtaining competitive outcomes including jobs for individuals
- Understanding and demonstration of superior customer service; sensitivity to confidential matters

- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Proficient with MS Office Suite including; Word, Excel, Power Point, Google and Outlook
- Willingness to a flexible work schedule

**Qualifications**

A Bachelor's Degree and 3-4 years' of successful and relevant experience in placing young adults in both internships and post-internship in permanent jobs required. Experience working with diverse populations including individuals with varied levels of job readiness skills and workforce experience. Working with the Research Foundation of CUNY a plus.

Fingerprinting is required within 30 days of an offer of employment.