



Job Title	Employer Engagement Specialist
PVN ID	QB-1710-002142
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Continuing Education and Workforce Devel
Status	Full Time
Annual Salary	\$52,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 13, 2017 (Or Until Filled)

General Description

Queensborough Community College's Division of Pre-College, Continuing Education, Workforce Development and Grants/Sponsored Programs is looking for a dynamic, experienced and tech-savvy Employer Engagement Specialist, for a full-time position under its CUNY TechWorks program in Applied Software Development.

The Employer Engagement Specialist is responsible for identifying local employers and building long term relationships for the purposes of establishing internships, job opportunities and facilitating job placement training for participants under QCC's CUNY TechWorks program. Responsibilities will also include working directly with participants by helping them develop job readiness skills and explore careers in the field of Technology, matching students' skills and competencies with corresponding employment (and/or internship) requirements, in support of meaningful careers in the Technology field.

This position requires a person with energy and creativity, dedicated to helping QCC students connect with a successful career in the tech industry and reports to the Program Director of CUNY TechWorks at QCC. The right candidate will be highly knowledgeable in the growing field of tech job opportunities or related areas in the New York City tri-state metropolitan area. Preference will be given to candidates demonstrating a successful background in Coding, Web Development, Project Management, and/or Information Technology.

Other Duties

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- Promotes and develops employment and internship opportunities for program participants.
- Leads workshops in resume writing, job search, and interviewing techniques tailored for a career in Technology, such as whiteboard interviews, social media workshops, and communication workshops.

- Provides Case Management Services for program participants as they progress throughout the CUNY TechWorks Program at QCC, including participant counseling and support on a daily basis.
- Develops and cultivates relationships with potential employers in the Queens area and the tri-state area, focusing on placement and retention of students in Technology-related internships and positions.
- Maintains participant files, submits reporting forms, and other data as required.
- Monitors and tracks hiring results and collects, checks and records employment verification documents.
- Maintains database, including data entry and production of reports, related to student and program outcomes.
- Markets and promotes QCC CUNY TechWorks program.
- Leads networking events with potential employers and students.
- Other duties as assigned.

Qualifications

- Bachelor's Degree.
- Strong organizational, interpersonal and communication skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff and administrators.
- Professional experience in the field of Technology or related area preferred.
- A minimum of 3 years of relevant experience in a role as a Job Developer, Employment Specialist or similar position is required.
- Available in the evenings, and available to travel throughout the tri-state New York City metropolitan area on a frequent basis.