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<b>Job Title</b>	Employer Engagement Specialist/ Job Developer
<b>PVN ID</b>	QB-2109-004271
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Office of Continuing Education & Workfor
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 28, 2021 (Or Until Filled)

## General Description

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Queensborough Community College's Office of Continuing Education & Workforce Development (CEWD) is seeking an experienced, dynamic, technology-focused and results-oriented part-time Job Developer/Employer Engagement Specialist for its new U.S. Department of Labor Strengthening Community Colleges Grant entitled, "Co-Designing an Integrated Accelerated Pathways Model with Employers and the Workforce Development System: Driving System Changes through the CUNY Community Colleges Consortium." This \$5 million grant will enable CUNY to effect systemic change throughout the system to streamline Workforce Development programs and will also provide Technology, Health Care and Education upskilling programs to unemployed, underemployed and special populations across New York City. QCC is the lead college in this consortia grant, in collaboration with the Borough of Manhattan Community College (BMCC), Bronx Community College (BCC), Hostos Community College (HCC), Kingsborough Community College (KBCC) and LaGuardia Community College (LAGCC), the Central Office of Continuing Education and Workforce Partnerships at the City University of New York, the New York City Workforce Development Board (NYC WDB) and public and private sector partners and community-based organizations.

The SCC Grant Project will build the capacity of CUNY community colleges to collaborate with employers and the public workforce development system to meet local and regional labor market demand for a skilled workforce. The purpose of this project is (1) to increase the capacity and responsiveness of CUNY community colleges to address the skill development needs of employers and dislocated and unemployed workers, incumbent workers, and new entrants to the workforce;(2) to offer this spectrum of workers and other individuals accelerated career pathways in Technology, Health and Education, that enable them to gain skills and transition from unemployment to (re)employment quickly; and (3) to address the new challenges associated with the COVID-19 health crisis that necessitate social distancing practices and expanding online and technology-enabled learning and migrating services to a virtual environment.

The Job Developer/Employer Engagement Specialist is responsible for identifying metropolitan New York City-area private and public sector employers and building long term relationships for the purposes of establishing

internships, job opportunities and facilitating job placement training for participants taking QCC Technology certificate programs through the SCC Grant. 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 family-sustaining careers in the Technology field.

This position requires a person with energy and creativity, dedicated to helping participants connect with a successful career in the tech industry and with technology careers in other industries as well. This position reports primarily to the SCC Principal Investigator (PI), secondarily to the SCC co-PI, and to the SCC Project Director, in a collaborative, team-based working environment.

## Other Duties

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- Develops and cultivates relationships with potential employers in the metropolitan New York City area, focusing on placement and retention of students in Technology-related internships and positions.
- 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 SCC grant, including participant counseling and support on a regular basis.
- 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 spreadsheets and databases, including data entry and production of reports, related to student and program outcomes.
- Participates in external networking events, job fairs, workshops and conferences to develop internship and job leads for Technology program students.
- Other duties as assigned.

## Qualifications

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- Bachelor's Degree required.
- At least 2 years of experience as a successful Job Developer/Employer Engagement Specialist, specifically in Technology; higher education and Tech Recruiting experience is a plus.
- Must possess outstanding organizational, interpersonal, and communication skills with a collaborative and solutions-oriented workstyle.
- Must have demonstrated experience with spreadsheets and data-driven reporting.
- Must demonstrate an ability to manage timelines/deadlines successfully and to achieve key targets and milestones.
- Able to work independently and efficiently, perform multiple tasks simultaneously, and work within a team environment.
- Must have a strong working knowledge of Microsoft Office Suite and work with Google Drive.

- Available to work a flexible schedule, both remotely and in-person.
- Must be committed to supporting unemployed, underemployed and special populations, such as Veterans, individuals with disabilities, dislocated workers, etc., in training and re-training for family-sustaining jobs in the NYC Metropolitan area.