
Job Title	CTE Employer Relations Coordinator
PVN ID	BM-2104-003968
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Career Development
Status	Full Time
Annual Salary	\$43,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Jun 14, 2021 (Or Until Filled)

General Description

The Career and Technical Education (CTE) Employer Relations Coordinator reports to the Director of the Center for Career Development or a designee. The Center for Career Development (CCD) prepares students for jobs and internships by providing students with all the necessary resources, tools and information to be successful in their future careers.

This position supports the Employer Relations team in the CCD by assisting with employer outreach for CTE focused opportunities (Jobs, internships); assists employers with posting available professional opportunities on the CCD's job Board (Career Express), and assists in coordinating and conducting employer on-campus activities such as employer job fairs, employer information sessions, employer site visits, and on-campus tabling.

Other Duties

Qualifications

Core Competencies/Qualifications:

Responsibilities include:

- Provide employer relations and career preparation activities to CTE students seeking employment.
- Promote the Center for Career Development services to various communities and interested parties.
- Coordinate with employers and partner programs to provide job and internship opportunities for students.
- Contact employers to market BMCC and the capabilities of our students
- Assist in organizing events such as job fairs, career days, employer tabling, and other student career-related programs.

- Facilitate employer requests and job postings in Symplicity, a career services management system.
- Conduct career preparation activities such as workshops and advising for students
- Work with other BMCC departments as well as CUNY entities to ensure comprehensive outreach and follow-up.
- Participate in trainings and professional development activities.
- Track CTE students and assist in completing Perkins Grant reports.
- Perform other related duties as assigned.

Qualifications:

- A Bachelor's degree **and** at least two (2) years job development experience required, **OR**
- An Associate's degree **and** three (3) years job development experience
- The ideal candidate must demonstrate excellent interpersonal, oral, writing, computer and presentation skills, as well as the ability to initiate projects and work with students, faculty and staff of diverse backgrounds.
- A dynamic individual who can work independently or under general supervision providing courteous, accurate, and timely service.
- Employer relations experience and networking skills, preferably in an educational or non-profit organization is desirable.
- Proficiency in the Microsoft Office Suite.
- Must be available to work evening hours and weekends as necessary.

Preferred Qualifications:

- Familiarity with career-related software and platforms such as the Symplicity Career Management System.

This is a grant-funded position through the Perkins Grant.