Job Title	Industry Engagement Specialist
PVN ID	HO-2408-006388
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Cont. Ed. Workforce Development
Status	Full Time
Annual Salary	$60,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Oct 01, 2024 (Or Until Filled)

General Description

Under the supervision of the Senior Director of Operations, the Industry Engagement Specialist will carry out a broad range of responsibilities related to institutionalizing Hostos' role as a premiere workforce resource for the community. A workforce that is responsive to the changing demands of the job market and the prevailing economic outlook.

The Industry Engagement Specialist's primary responsibility is to identify, develop and maintain employment partnerships and other industry stakeholders, in order to establish employment pathways for continuing education students. This position will support the CEWD Team by engaging employers, and identifying employment, internship and apprenticeship opportunities. The Industry Engagement Specialist will also collect and analyze data, draft reports, and conduct external presentations.

Other Duties

The ideal candidate for this position will play a central role in enabling career growth for students completing certificate and degree programs.

- Develop relationships and engage employers
- Recruit employers to provide both clinical and job placements for CEWD students
- Conduct Career Services related workshops on a monthly basis
- Schedule Career Services meetings with students
- Facilitate and host quarterly business/industry advisory council
- Conduct research and work on presenting attainable, locally in-demand job roles to map students' required skills and competencies
- Establish talent pipelines that correspond with the college's programs
- Collaborate with education leaders and faculty to foster collaboration with internal and external stakeholders in support of program creation, curriculum alignment, professional development, and

employer engagement

- Coordinate employer participation in the most in-demand and accessible occupations by industry sector
- Organize and facilitate industry hub-related workshops and activities
- Conduct research on labor market data and trends and keep the division's information current
- Collect employer feedback to ensure the division's programs and services are demand driven
- Develop marketing materials pertinent to jobs and industry demand
- Analyze data and submit reports
- Additional responsibilities as assigned

Qualifications

Core Competencies

Ability to:

- use discretion, and sound judgment when handling confidential materials and information especially student records
- incorporate intuitive collaboration tools such as AI
- work under deadlines, with changing priorities
- respond calmly to emergencies and resolve student concerns
- establish community networks and work effectively with community groups
- seek assistance when needed
- write clearly and produce/edit accurate, well-organized, and understandable reports
- communicate effectively, listen, and quickly respond to others
- work in a team, as well as independently

QUALIFICATIONS

- BA/BS required. Master's degree preferred
- At least three (3) years of related experience (required)
- Experience working with diverse populations in low-income communities
- Proven experience in developing structured plans, creating and tracking measurable metrics.
- Proficiency using Excel. Basic knowledge of MS Teams, Google Drive, and Zoom
- Knowledge of Career Services management systems such as Symplicity or Handshake
- Energetic, enthusiastic team player who is goal oriented
- Sensitivity to cultural differences, and an ability to relate effectively to a diverse student population
- Excellent oral and written communication skills; administrative and interpersonal skills
- Must be an education and workforce subject matter expert (required)