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<b>Job Title</b>	Job Readiness Technician
<b>PVN ID</b>	LA-1801-002329
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career Development Center/ACE
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Jun 29, 2018 (Or Until Filled)

## General Description

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The Career Development Center (CDC) in the Division of Adult and Continuing Education (ACE) at LaGuardia Community College provides guidance and support to ACE students to create and implement career plans that lead to higher educational attainment, gainful employment and an improved standard of living. The CDC provides career and employment services to many ACE programs which provide educational and vocational training services to students and participants. Reporting to the Director of the Career Development Center the responsibilities of this position will include:

### Primary Duties:

- Conduct job readiness workshops with Job Development staff
- Assist in the set-up of job fairs and all programs sponsored by the Center
- Manage caseload by making phone calls and use Microsoft Outlook to obtain updated information from current students and alumni
- Enter data and assist in the maintenance of CDC databases and tracking tools outside of shared documents
- Prepare flyers to advertise Center program activities
- Other duties as assigned by CDC leadership

## Other Duties

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## Qualifications

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- High School diploma required, AA/AS/AAS degree preferred
- Minimum of one year of office experience preferred

- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Excellent oral and written communication skills; bi-lingual Spanish a plus
- Understanding and demonstration of superior customer service; sensitivity to confidential matters.
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook