

<b>Job Title</b>	Educational Case Manager
<b>PVN ID</b>	LA-1802-002346
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Adult and Continuing Education
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$28.00
<b>Hour(s) a Week</b>	0.00-22.00
<b>Closing Date</b>	Apr 06, 2018 (Or Until Filled)

## General Description

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The Workforce Development Department prepares New Yorkers to begin and advance their careers through a variety of certificate education and training programs. Based in LaGuardia Community College's Division of Adult and Continuing Education, programs follow an industry-informed, career pathways approach and span sectors such as healthcare, technology, construction, media and communications, and more.

The Construction Skills, Safety and Sustainability Training Program (CSSSTP) prepares students to enter the construction field with an understanding of both construction safety and basic skills as well as sustainability principles and practices, especially as they relate to the built environment.

The ECM will provide educational and retention support for participants as they acquire knowledge, skills and credentials needed to work in various construction and green sector occupations, as well as program support, with the project team, on a range of activities that include participant recruitment, intake, assessment, selection and job readiness activities to facilitate both program completion and job placement.

### Key Responsibilities include:

#### Recruitment:

- Cultivate relationships with internal and external entities to recruit target populations
- Conduct program information sessions and coordinate participant intake process
- Utilize technology to recruit, and track the intake process

#### Case Management:

- Provide orientation to participants in the CSSSTP workforce training program
- Interface with students, and participate in meetings with program team, to discuss students' progress and needed supports
- Observe and support students in all program components and provide feedback to students as needed
- Assist program team with the assessment and selection activities
- Liaise with instructional team to assure students' compliance with course requirements and troubleshoot

and address issues that are potential barriers to success

- Review job placement data and meet with job development and case management staff to discuss students' employment goals, obstacles and outcomes.

## Other Duties

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## Qualifications

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### Position Requirements

- Bachelor's degree
- At least 1 year of experience working in a student support capacity with adult learners
- Experience working with diverse populations including individuals with challenges that may impact their program participation, job readiness and placement

### Other Qualifications Desired

- Excellent written and verbal communication skills to develop and maintain partner/client relationships
- Proficiency in MS Office suite, LinkedIn and various job-search engines
- Knowledge of various green industry sectors and/or the construction industry
- Strong and proactive problem solving skills