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<b>Job Title</b>	Job Readiness Specialist
<b>PVN ID</b>	LA-1808-002662
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career Development Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 08, 2019 (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 Job Readiness Specialist will report to the Employer Relations Manager and will be involved in all aspects of the work of the Center.

### Primary Duties:

- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Assist with recruitment, information sessions, intake, and assessments related to training programs
- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for students completing grant based programs, establish referral process with employer and actively refer students to hiring managers
- Actively research, engage, and cultivate relationships with employers and industry partners
- Maintain and contribute to a network of employer and industry contacts
- Other duties as assigned by the Director of the Center

## Other Duties

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## Qualifications

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- Bachelor's Degree Preferred
- Experience working with diverse populations including individuals with varied levels of job readiness skills

and workshop experience

- Understanding and demonstration of superior customer service; sensitivity to confidential matters.
- 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
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook
- Willingness to work evenings and Saturdays