
Job Title	Educational Case Manager
PVN ID	LA-1902-002959
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	TechHIRE Open Code Program
Status	Full Time
Annual Salary	\$58,500.00
Hour(s) a Week	35
Closing Date	May 23, 2019 (Or Until Filled)

General Description

LaGuardia Community College's Division of Adult and Continuing Education is seeking a full-time Educational Case Manager to play an important role in the college's US Department of Labor funded technology training program, LaGuardia TechHIRE Open Code. The program provides training for young adults to prepare them to enter into employment as web developers, software developers, and computer network support specialists.

Training is provided by LaGuardia and by our partner organizations, General Assembly, Software Guild and Udacity. Students receive career development support and connections to tech industry events and employment opportunities throughout the program.

Reporting to the LaGuardia TechHIRE Open Code Program Manager, this role will be responsible for providing tech focused career counseling and job readiness, for providing access to support services for students, and for participating in intake and applicant screening activities.

Key Responsibilities

Responsibilities include, but are not limited to the following:

- Participate in the recruitment and assessment of program applicants via information sessions and in-person interviews.
- Communicate information to applicants regarding the evaluation process.
- Develop and deliver a series of classes designed to facilitate student self-assessment, career and industry exploration in the tech field, decision-making and goal setting, and strategies for the job search.
- Provide support to students to aid retention in the program via in-person, phone, email and slack communications
- Provide workshops in resume writing, interview preparation, job retention assistance and other job readiness skills
- Administer and interpret career and vocational assessment instruments
- Work collaboratively with other departments and partners to ensure goals are met
- Collect and manage student data

Other Duties

- Other duties as assigned

Qualifications

- Bachelors Degree required, Master's Degree preferred
- Three (3) years' experience in working with young adults in a training or education program
- Two (2) years' experience in workforce development and/or case management
- Experience in the technology sector a plus
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Good technology skills, with a high level of proficiency in Microsoft Office including MSWord and MExcel
- Demonstrated interest in working with diverse communities and supporting the success of underserved populations
- Flexible and able to work some evening hours
- Fluency in English required, Spanish a plus