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| <b>Job Title</b>      | Post Completion and Retention Specialist |
| <b>PVN ID</b>         | LA-1908-003237                           |
| <b>Category</b>       | Managerial and Professional              |
| <b>Location</b>       | LAGUARDIA C. C.                          |
| <b>Department</b>     | Labor Market Intelligence and Economic D |
| <b>Status</b>         | Full Time                                |
| <b>Annual Salary</b>  | \$45,000.00 - \$50,000.00                |
| <b>Hour(s) a Week</b> | 35                                       |
| <b>Closing Date</b>   | Oct 21, 2019 (Or Until Filled)           |

## General Description

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The Labor Market Intelligence and Economic Development Center (LMIEDC) in the Learning and Innovation Center (LIC<sup>2</sup>) at LaGuardia Community College provides services to training programs, businesses, and students enrolled in Career and Technical Education (CTE) training programs. These services include sector based industry partnership development, job readiness and job placement assistance, ensuring post completion success of CTE students, and providing labor market intelligence. The LMIEDC works with both tuition based and grant funded CTE programs. The Post Completion and Retention Specialist will be reporting directly to the Senior Director of the LMIEDC and will be involved in all aspects of the work of the Center.

### Data Responsibilities:

- Create a baseline data summary that includes post completion response rate, transfer to internship, licensing exams, training related employment and various other data points using FY19 Career and Technical Education (CTE) program outcomes
- Obtain and record post completion CTE student outcomes FY20 and document retention quarterly in shared file dashboards using student and employer feedback
- Provide summary reports on outcomes and retention FY20 and comparatively to FY19
- Develop strategies to improve response rate, student outcomes, and retention
- Assist with labor market information projects using a variety of sources that include both traditional sources and real time labor market intelligence platforms

### Student / Employer Responsibilities

- As part of the LMIEDC team, assist with the development of internship opportunities for CTE students, as needed
- As part of the LMIEDC team, assist with CTE job development, employer events, and job readiness workshops, as needed
- As part of the LMIEDC team, assist with introducing and providing services to CTE students, as needed

## Other Duties

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Other related duties as needed

## Qualifications

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- Bachelor's degree preferred
- Self-motivated individual who takes initiative and has ability to learn quickly
- Understanding and demonstration of superior customer service is required
- Strong organizational skills necessary; attention to detail matters
- Excellent oral and written communication skills; bilingual Spanish a plus, but not required
- Proficient with MS Office Suite; Word, Excel, PowerPoint, and Outlook
- Experience working with diverse populations including individuals with varying levels of job readiness and workplace skills