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<b>Job Title</b>	Educational Case Manager
<b>PVN ID</b>	LA-1910-003325
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career and Professional Programs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 28, 2020 (Or Until Filled)

## General Description

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LaGuardia Community College (AGCC) is seeking an educational case manager for the Cyber Bridge Training Program which is part of the Cyber NYC Cyber Boot Camp Initiative, a collaborative endeavor between New York City Economic Development Corporation and academic and training partners to prepare individuals, especially those from underserved communities, for local jobs in cybersecurity.

NYCEDC's Cyber NYC initiative is a \$100 million suite of public-private investments to establish New York City as a global leader in cybersecurity and catalyze jobs. The initiative will strategically grow NYC's cybersecurity diverse talent pipeline and workforce, help companies thrive, and build networks and community spaces.

The Educational Case Manager assists trainees to successfully complete training and transition to employment and provides liaison to social services.

## Other Duties

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Other Duties Include, but are not limited to:

### ***Case Management***

- Advising and motivating students in developing and persisting in their educational and career pathways, both through in-class workshops and one-on-one follow-up sessions
- Identify students with academic, attendance, behavioral, and/or personal issues affecting performance
- Provide crisis intervention, support and referrals to social services for students with obstacles to their success in the program
- Act as an advocate for students referred for social services, which may include scheduling appointments, troubleshooting problems, and following up regarding outcomes with various agencies
- Serve as a liaison between the student and Full stack Academy and the student and external agencies

### ***Career Coaching***

- Designing and leading workshops on such topics as goal setting, resume development and interviewing skills, managing test anxiety and stress, navigating systems, and self-care.
- Conduct teamwork exercises and activities to improve group cohesion

### ***Program Management***

- Lead in the screening of applicants recruited for the program
- Coordinate with the training partner job developers and LAGCC Experiential Coordinator in formulating plans regarding students' job search preparation

### ***Reporting***

- Track student completion, attendance, and performance in training program
- Complete all funder required paperwork and reporting
- Work collaboratively to ensure milestones are met
- Collect and manage student data

## **Qualifications**

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- Bachelor's Degree required in Social Work or Psychology, Master's Degree preferred
- Three (3) years of experience in social work, and/or counseling
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Ability to initiate, plan, organize, prioritize, and implement multiple projects and assignments
- Ability to work independently and as part of a team
- Ability to meet deadlines
- Must be proficient in a number of software programs including the Microsoft Office suite
- Familiarity with NYC Social Services a plus
- Flexible schedule and some evening hours required