
Job Title	Experiential Learning Coordinator
PVN ID	LA-1910-003327
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Career and Professional Programs
Status	Full Time
Annual Salary	\$70,000.00
Hour(s) a Week	35
Closing Date	Dec 08, 2019 (Or Until Filled)

General Description

LaGuardia Community College (LAGCC) is seeking to hire an Experiential Learning Coordinator 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 Experiential Learning Coordinator will develop and cultivate relationships with tech industry experts such as employers, industry organizations, and professional groups in the community that can partner with the LAGCC to create networking, career exploration, industry education, and job opportunities for students.

Other Duties

Other Duties Include, but are not limited to:

- Conduct research on job markets, the needs of engaged employers to identify key areas to develop industry education programs, networking connections, and experiential learning opportunities.
- Identifying, fostering and maintaining relationships with potential and existing employers
- Coordinate immersive, experiential opportunities including student to employer sites and job shadowing.
- To lead and accompany students on field study trips and tours.
- Coordinate all logistical elements and manage communication with employer hosts.
- Assist in developing and executing a strategy to connect employers to students around industry and function-specific skills, knowledge, and networks.

- Work to deepen employer engagement and translate employer relationships into job and internship opportunities for students.
- Develop and maintain web resources in support of faculty-led experiential learning initiatives
- Plan and organize skill-sharing and skill-building events for faculty and students
- Serve as program's liaison for industry feedback and lead program enhancements

Qualifications

- Bachelor's degree
- Strong project management skills, including the ability to set priorities, manage simultaneous projects, work effectively with colleagues, and complete projects on time.
- Ability to learn, use, and maximize software and technology for effective program delivery.
- Experience developing and executing educational, career-related or training programs, events, and initiatives.
- Experience building relationships with tech partners and strong customer service skills.
- Ability to network to develop and maintain an engaged set of key industry contacts.
- Exceptional communication skills and the capacity for working both independently and collaboratively in a dynamic and fast-paced environment.
- Flexible schedule and some evening hours required