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| Job Title | Career and Experiential Learning Coordinator |
| PVN ID | LA-2108-004136 |
| Category | Instruction and Social Service |
| Location | LAGUARDIA C. C. |
| Department | Center for Career & Professional Develop |
| Status | Full Time |
| Hourly Rate | \$25.00-\$25.00 |
| Hour(s) a Week | 35 |
| Closing Date | Nov 19, 2021 (Or Until Filled) |

General Description

Under the supervision of the Director of the Center for Career & Professional Development (CCPD), the Career and Experiential Learning Coordinator is responsible for developing and implementing an experiential learning program for the college community. Key elements of the experiential learning program are (1) assisting students in acquiring experiential learning opportunities related to the career and technical education program they are enrolled in; (2) building partnerships with employers to develop experiential learning opportunities; (3) assisting students with job readiness services and connections to internship and employment opportunities.

This is a grant-funded position.

- Conduct individual/group consultations for students enrolled in credit CTE courses, develop and facilitate innovative workshops, and manage, develop, and advertise the opportunities and related career services available through the Center for Career & Professional Development
- Assist students with job readiness services/workshops and internship/employment search strategies
- Participate in team meetings and coordinate with CCPD staff to ensure grant-funded CTE students are supported with career services as agreed upon with the training program
- Develop experiential learning opportunities with employers that align with CTE training; establish referral process with employer representatives and manage entire employment process until the student start date. Record activities.
- Conduct site visits to include campus, local, and regional employers to maintain relations as well as expand experiential learning and employment opportunities, promoting out-of-the-classroom experience and learning activity related to students' CTE program and career pathway.
- Participate in area business, not-for-profit associations, and chamber of commerce activities with emphasis on relationship development.
- Individual/group consultations for students interested in experiential learning, develop and facilitate innovative workshops, and manage, develop, and advertise the experiential learning opportunities and related career services available through the CTEA Center
- Assist students with job readiness services/workshops and internship/employment-search strategies as well as providing guidance regarding experiential learning application procedures and university

recognition where applicable

- Collaborate with other departments/student services to effectively market experiential learning through outreach programming. Promote the accessibility of experiential learning postings as well as experiential learning job-search strategies.
- Facilitate placement of students in experiential learning opportunities related to their CTE program, monitor students' on-site assignments, and develop support documentation for academic credit and/or university recognition where applicable
- Manage the Experiential Learning module in Symplicity and work with CCPD team to ensure all continuing education CTE students are entered into Symplicity as it relates to all career services. Track industry outreach in Symplicity.
- Maintain up-to-date written guidelines outlining procedures to be used as it relates to experiential learning program: application and qualification process, course/work schedules, date/calendar/deadlines, standard forms (job descriptions and liability agreements), outline expectations/requirements for students, employers, advisers, and administrators; circulate program descriptions through publications and electronic media.
- Maintain critical communications with supporting departments, i.e., Student Advising Services and Academic Departments.
- Coordinate promotional materials, i.e., news releases directed to college administrators, faculty liaisons, student organizations, and targeted student populations. Direct special efforts to promote full use of career and employment services by students.
- Participate in staff activities/meetings, an annual performance evaluation, and professional development activities including involvement in state, regional, and national associations.

Other Duties

Assist with department and division-wide events

Available to work a minimum of one evening a week (Monday or Thursday, 11 AM-7 PM)

Qualifications

Qualifications:

- Bachelor's degree and a minimum of two years of experience in a business or career office setting.
- Preferred experience with developing business partnerships and internship placement
- Technical Skills: Microsoft Office Suite, Video Call applications, Career Management Systems, Social Media
- Strong organization, written, and oral communication skills, demonstrated ability to oversee multiple tasks with attention to detail, a motivated/enthusiastic work style, and the ability to work in a fast-paced

environment with a broad range of internal and external constituents

Core Competencies:

- Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience;
- Ability to maintain confidentiality of student records, as appropriate;
- Ability to convey simple to somewhat complex concepts and processes to clients, peers, senior administrators, instructors, students, a relevant target community, and parent groups;
- Ability to work under deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others;
- Ability to work on a team, as well as work independently.