

<b>Job Title</b>	Career Skills Instructor
<b>PVN ID</b>	LA-2111-004354
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Development
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$45.00
<b>Hour(s) a Week</b>	5.00-19.00
<b>Closing Date</b>	Jan 02, 2022 (Or Until Filled)

## General Description

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LaGuardia Community College's Division of Adult and Continuing Education, Workforce Development Department, is seeking a Career Skills Instructor to support students and alumni from our tuition-based Data Analytics & Data Science training program. The Career Skills Instructor will focus on working closely with students currently enrolled in or who have graduated from our Data Analytics & Data Science Program to help prepare and guide them through their job search. LaGuardia's Data Analytics & Data Science Program offers tuition-based data analytics courses for beginner to advanced learners. Additionally, the program offers certificate programs that prepare students for a career in this in-demand field.

Reporting to the Director of Technology Training Initiatives, the Career Skills Instructor will coordinate closely with our Career and Technical Education Assistance Center to help students navigate the data analytics employment landscape and acquire job readiness skills in support of meaningful careers. We are looking for someone who can instruct students in resume writing to showcase their skills, job search techniques for relevant positions, interview practices and other soft skills (e.g., email etiquette, interview etiquette) and technical prep for interviews as needed. This student-facing role requires someone with energy, creativity and flexibility, dedicated not just to helping students connect with successful careers, but ultimately is committed to improving diversity in this field, as our students come from nontraditional backgrounds which are typically under represented in tech.

## Other Duties

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- Teach careers skills to data analytics students in small group workshop and one-on-one- settings.
- Meet with current students and alumni to evaluate their technical skills and career readiness needs.
- Provide private coaching sessions to data analytics students on an individual basis.
- Establish best practices for resume creation, online profile creation, online job search and interviewing techniques.
- Teach targeted job-seeking strategies to students, including making use of keywords and phrases for

when looking for careers in IT, and using LinkedIn/social media.

- Research and share job leads with students and teach them how to locate opportunities themselves.
- Make connections with employers that may be interested in hiring our graduates for internships, apprenticeships, entry level jobs, etc. Match our students as positions become available.
- Suggest extra-curricular events to enhance learning (e.g., Hackathons, guest speakers).
- Maintain participant files, submit reporting forms and other data. Monitor and track hiring results. Collect employment verification. Prepare written reports as needed.
- Other duties as assigned.

## Qualifications

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- Location: Remote (office space may be available on campus if needed).
- Part-time, temporary

### Required Qualifications:

- Bachelor's Degree or higher.
- At least 2-3 years of experience providing career skills services, ideally to higher education or continued education students in a non-profit, private, or public educational system.
- Demonstrated domain expertise in Data Analytics, particularly as it pertains to employment.
- Knowledgeable in the growing field of opportunities in Data Analytics, with a solid grasp of industry trends and in-demand skills.
- Able to work with a diverse student population in a culturally competent and student-centered manner that builds student confidence and success.
- Possess strong organizational, interpersonal and communication skills, with a collaborative and solutions-oriented workstyle.
- Able to work independently, perform multiple tasks simultaneously, and work within a virtual team environment with students, faculty, staff and administrators.
- High level of organization with attention to detail and an ability to document student/alumni case management, performance and outcomes.
- Must have occasional weeknight and weekend availability to meet with students.

### Preferred Qualifications/Skills:

- Connections to employers, recruiters or other entities that have an interest in hiring our graduates.
- Technical experience in applied data analytics, including with SQL, Python, Tableau, machine learning and modeling, as well as all other topics covered in the curriculum.
- Teaching experience, including experience utilizing interactive and adult-learner centered teaching methodologies.
- Experience coaching students for career readiness in other tech fields such as web development.

Note: Applications without a cover letter will not be considered.