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<b>Job Title</b>	Senior Employment and Internship Specialist, Tech Programs
<b>PVN ID</b>	LA-2304-005532
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Development
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 21, 2023 (Or Until Filled)

## General Description

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LaGuardia Community College seeks a Senior Employment and Internship Specialist, Technology Programs. Reporting to the Director of the Career Development Center, the Senior Employment and Internship Specialist will join the Career and Technical Education Assistance (CTEA) Center Team and coordinate closely with program staff (including the Director of Technology Training Initiatives and Technology Training Manager) to ensure that LaGuardia's technology students are placed in meaningful employment and internship opportunities, with an emphasis on completers of Adult and Continuing Education programs.

## Other Duties

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- In collaboration with CTEA Center staff, work to convert LaGuardia's industry partners to internship hosts and employers for our technology program graduates, including Data Analytics and Data Science, Computer and Network Service Tech, Cybersecurity Specialist, SOC Analyst, as well as technical healthcare program graduates in the Medical Administrative Assistant, Medical Coding and Medical Interpreting programs
- Develop new industry partnerships to support the creation of training-related internship and employment opportunities for technology students
- In partnership with job readiness staff, ensure that technology students are adequately prepared to enter internships and employment and making recommendations to program managers if curriculum changes are needed
- Assist in matching and connecting technology students to employment opportunities with industry partners screening for fit
- Establish clear and frequent communication with internship hosts and employers, to manage programmatic goals and objectives of the project, get feedback on student performance and/or troubleshoot issues as they arise
- Work with internship hosts to convert completed internships into full-time employment for interns

- Monitor and achieve job placement outcomes on the Strengthening Community Colleges and ACE Upskilling grants
- Track job placement outcomes for the above programs for reporting, work with the employment team, utilize this information to adjust and improve employer engagement strategies and job placement outcomes over time
- Stay on top of employment regulations and trends within technology in partnership with employment team, identify and suggest recommendations for faculty and staff to remain on trend with industry needs. This can be utilized to inform the creation of new articulation to credit agreements
- Utilize labor market information to enhance course completer's competitiveness and make necessary recommendations to academic and workforce programs

## Qualifications

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- Bachelor's degree and six years' related experience
- Experience connecting workforce training graduates to jobs and internships
- Familiarity with the technology industry and the types of businesses that employ recent technology graduates
- Experience working on grant-sponsored projects in a community college/higher education setting or workforce development
- Experience working in a fast-paced environment
- Ability to work independently and creatively as well as a part of a collaborative team
- Ability to collaborate and interact well with a variety of people and personalities
- Excellent written and oral communication skills
- Extremely well-organized and detail oriented
- Proficiency in Microsoft Office

Applications without a cover letter will not be considered