
Job Title	Senior Employment Specialist
PVN ID	LA-2412-006603
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$62,000.00 - \$68,000.00
Hour(s) a Week	35
Closing Date	Feb 26, 2025 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college.

This position reports to the Director of the Summer Youth Employment and Work, Learn & Grow Programs.

PRIMARY DUTIES & RESPONSIBILITIES:

- Develop on an ongoing basis a wide range of jobs for youth ages 16-24 in industries that are in demand and required by the funding source
- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Support and Case-manage a segment of participants active in the program and through follow up
- Keep updated information regarding job fairs and Internet resources and participate in outreach and recruitment activities by coordinating and attending job fairs inside and outside of the College
- Work with businesses, agencies and organizations to address employment barriers for participants
- Disseminate information; provide outreach and training to potential employers and participants
- Maintain necessary documentation records
- Provide feedback to supervisor for improving the quality-of-service delivery
- Maintain and update worksite and internship descriptions
- Call and/or visit worksites regularly to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, enrollment, intake, and assessments related to training and work-readiness programs
- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for participants completing grant-based programs, establish referral process with employer and actively refer participants to other resources
- Actively research, engage, and cultivate relationships with employers and industry partners

- Maintain and contribute to a network of employer and industry contacts
- Perform other related duties as assigned by the Director

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

Other Duties

- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques
- Ability to prepare and maintain accurate records, files, correspondence, reports and other documents related to development of jobs
- Respond to inquiries and concerns in a timely and professional manner
- Complies with professional ethical standards
- Completes all necessary reports: including monitoring notes, data collection,
- Assists in obtaining competitive outcomes including jobs for individuals
- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Proficient with MS Office Suite including; Word, Excel, Power Point, Google Suite and Outlook
- Willingness to a flexible work schedule

Qualifications

A Bachelor's Degree and 3-4 years' experience in placing young adults in both internships and post-internship permanent jobs. Bachelor's degree required. MA preferred. Working with the Research Foundation of CUNY a plus.

Experience working with diverse populations including individuals with varied levels of job readiness skills and workshop experience

A background check and finger printing are required within 30 days of an offer of employment.