
Job Title	Senior Employment and Internship Specialist
PVN ID	LA-2505-006857
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Career & Technical Education Assistance
Status	Full Time
Annual Salary	\$80,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jul 16, 2025 (Or Until Filled)

General Description

LaGuardia Community College seeks a Senior Employment and Internship Specialist, for 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 Technology Training Manager and Program Coordinator) to ensure that LaGuardia's technology students are placed in meaningful employment and internship opportunities.

LaGuardia Community College's (LAGCC) Pre-Apprenticeship Data Analytics Bootcamp is funded by a CUNY WDI grant and consists of 6 weeks of full-time (Monday-Friday), no cost training which prioritizes job seekers currently making less than 60% of the area median income of Long Island City. The curriculum weaves together 180 hours of technical skills and career readiness/presentation skills and culminates with a final capstone presentation. Students will learn SQL, Python, and Tableau, and apply their skills through real-world projects and will receive a LaGuardia certificate in Data Analytics upon completion. The Senior Employment Specialist for Technology Programs will be responsible for engaging The Data School recruitment team to provide career readiness engagements and providing ongoing personalized career support to participants.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

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 programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students

transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).

Other Duties

- In collaboration with CTEA Center staff, work to convert LaGuardia's industry partners to internship hosts and employers for ACE technology program participants and alumni in our Cybersecurity Certificate Program, Computer Network Tech Certificate Program, Data Analytics/Data Science Certificate Program, Artificial Intelligence (AI) Certificate Program.
- Update and deliver Career Readiness workshops, including Resume Writing, Technical Interview Skills, Presentation Skills to support outcomes for the newly established LaGuardia Data Analytics Pre-Apprenticeship Bootcamp. Employer engagements with The Data School representatives include Program Orientation, participant icebreakers, an Office Visit and Q&A with their recruitment team, Mock Technical Interviews, Final Presentations, and one-on-one sessions with participants.
- Develop and maintain 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 for ACE technology program participants and alumni with a particular focus on the CUNY WDI Apprenticeship grant.
- 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.
- Manage the ongoing AI Advisory Board with industry partners and LaGuardia Team, including inviting additional participants as needed, identifying discussion topics, creating agendas, following up on resolutions, maintaining minutes and scheduling.
- Other duties as assigned.

Qualifications

- 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