Job Title	Employer Specialist/Job Developer
PVN ID	QB-2001-003459
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Continuing Education & Workforce Develop
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 08, 2020 (Or Until Filled)

General Description

Queensborough Community College's Division of Pre-College, Continuing Education & Workforce Development's America's Promise CUNY TechWorks program in Applied Software Development is looking for a dynamic, experienced and tech-savvy Employer Specialist/Job Developer, for this full-time position.

The Employer Specialist/Job Developer is responsible for identifying local employers and building long term relationships for the purposes of establishing internships, job opportunities and facilitating job placement training for participants under the CUNY TechWorks program. Responsibilities will also include working directly with participants by helping them develop job readiness skills and explore careers in the field of Technology, matching students' skills and competencies with corresponding employment (and/or internship) requirements, in support of meaningful careers in the Technology field.

This position requires a person with energy and creativity, dedicated to helping QCC students connect with a successful career in the tech industry. The right candidate will be extremely knowledgeable in the growing field of tech job opportunities in the New York City tri-state metropolitan area. Preference will be given to candidates demonstrating a successful background in Technology Recruitment & Placement, particularly with diverse, multi-cultural candidates in a large urban metropolitan region.

This position reports directly to the Continuing Education Director of Labor Market Research & Workforce Development and secondarily to the America's Promise CUNY TechWorks Program Director.

Other Duties

- Develops and cultivates relationships with potential employers in the New York City Metropolitan area, focusing on placement and retention of students in Technology-related internships and positions.
- Leads workshops and works with students in resume writing, job search, and interviewing techniques tailored for a career in Technology, such as whiteboard interviews, social media workshops, and communication workshops.
- Provides Case Management Services for program participants as they progress throughout the CUNY TechWorks Program, including participant counseling and support on a daily basis.
- Maintains participant files, submits reporting forms, and other data as required.
- Monitors and tracks hiring results and collects, checks and records employment verification documents.
- Maintains database, including data entry and production of reports, related to student and program outcomes.
- Markets and promotes CUNY TechWorks program.
- Leads networking events with potential employers and students.
- Disseminate and communicate information to students about internship and job opportunities.
- Regularly attend and present at industry events to encourage new partnerships.
- Document and submit employment/internship activities, including details of placements, partnerships and events.
- Maintain active internship and employer database.
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- Maintain participant files related to employment.
- Monitor and track student progress towards program completion and credential (portfolio) attainment. Ensure that program is on track to meet employment-related outcomes.
- Prepare students for internship and employment placement.
- Cultivate and maintain working relationships with host companies and organizations.
- Monitor student progress throughout internships and procure employer/student feedback from internships.

Qualifications

- Bachelor's Degree.
- Outstanding organizational, interpersonal and communication skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff and administrators.
- Professional experience in the field of Technology strongly preferred.
- A minimum of 3 years of relevant experience in a role as a Job Developer, Employment Specialist or similar position is required.
- Available in the daytime as well as evenings, and available to travel throughout the tri-state New York City metropolitan area on a frequent basis.