
Job Title	Job Developer
PVN ID	SI-2201-004495
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00-19.00
Closing Date	Mar 24, 2022 (Or Until Filled)

General Description

Temporary, on-site, part-time (19 hrs/week) with potential for permanent, full-time employment

Rate: Up to \$40/hour

Job Duties:

- Work individually with students from key programs as directed, to provide all areas of job and/or internship development, including but not limited to: resume writing, interviewing, online job search, etc.
- Identify and make tools and resources available to all Workforce students, supporting job attainment, as directed by supervisor.
- Build and maintain active employer partner portfolios for key Workforce programs.
- Coordinate job developer and employer visits for key Workforce programs.
- Maintain and provide regular reports, demonstrating student employment outcomes, job development activities and challenges.
- Participate in related, College-wide activities and represent Workforce Development internally and externally at events, as needed.
- Establish and maintain relationships with community based and other organizations that foster job development.

Perform other duties as assigned by supervisor.

Other Duties

Qualifications

- Bachelor's degree and at least four years successful experience in Recruiting functions or providing job development support to diverse populations
- Experience managing high-touch employer or hiring manager relationships

Preferred qualifications:

- Experience in workforce development programs