

Job Title	Employer Engagement Specialist
PVN ID	SI-2301-005324
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	
Status	Part Time
Hourly Rate	\$35.00-\$35.00
Hour(s) a Week	25.00
Closing Date	Mar 28, 2023 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops and offers workforce training programs designed to address critical skill gaps in high growth industries.

The P/T Employer Engagement Specialist will act as the primary person and liaison between CSI's Cloud Academy students and seek opportunities for employment and internships in the AWS Cloud sector. The Specialist will emphasize employer engagement, recruitment, and hiring strategies; leading to a robust pipeline of trained Cloud Academy graduates to high-quality, paid employment opportunities.

This role will work collaboratively with CSI's Office of Workforce Development and Innovation team, the Cloud Academy's AWS instructors, and academic Professors to design and provide learner-centered, career readiness activities, and hold conversations about on-demand skills in the AWS workforce sector.

Other Duties

- Analyze IT job market trends to determine current market conditions and talent needs. Collect and share labor market intelligence with the Office of Workforce Development administration for the college's key sectors talent and skill needs, in-demand occupations, internship and F/T hiring requirements, and companies' recruitment processes.

- Responsible for developing and sustaining employer relationships in the IT career sector.
- Establish a pipeline of employment and internship opportunities for AWS participants and oversee the recruitment/placement process.
- Work with the business community to increase their participation in campus career readiness activities such as virtual or in-person career exploration events, professional panels, etc.
- Track and collect data around employer partners, internship and job opportunities, and campus engagement activities using CRM systems, databases, or other data collection tools. Responsible for data entry for monthly progress reports.
- Additional duties as assigned.

Qualifications

- Bachelor's Degree and at least 3+ years of relevant experience in workforce development, or a similar field required (e.g. AWS).
- 3+ years of recruiting, workforce, or industry work experience in the IT sector. (Should have strong knowledge of hiring practices, entry-level talent needs, and paid internship/job opportunities.)
- Must be a solutions-oriented, strategic thinker with a demonstrated ability to meet established targets and deadlines.
- Must be tech savvy and comfortable using a variety of technology tools including internal databases for data collection, and external programs such as Microsoft 365. Intermediate to advanced MSWord, PowerPoint, and Excel skills.
- A natural relationship builder. Ability to demonstrate knowledge of effective strategies for working with diverse faculty, students, and employers in promoting a diverse, equitable, and inclusive workforce/academic environment.
- Highly organized and able to work both independently and as part of a team.
- Must possess an attention to detail and excellent written and verbal communication skills.