
Job Title	Work-Based Learning & Employer Partner Relations Specialist
PVN ID	VA-1908-003204
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	SUD, K16 Initiatives
Status	Full Time
Annual Salary	\$70.00 - \$85.00
Hour(s) a Week	35
Closing Date	Oct 01, 2019 (Or Until Filled)

General Description

The Early College Initiative (ECI) at The City University of New York (CUNY) supports nineteen public secondary schools in New York City that blend a rigorous college-prep curriculum with the opportunity to earn up to two years of college credit while in high school – at no cost to students and their families. These innovative schools make a college education more accessible, affordable and attractive to New York City students by offering programs that blur the lines between middle school, high school and college.

Nine of these schools in the Early College Initiative network aim to provide students with significant work-related experiences in addition to their high school and college coursework. These Early College & Career, 9-14 high schools have strong partnerships with leading employers (e.g., IBM, Montefiore Medical Center, Con Edison) that play a variety of roles within the schools, including planning curriculum, mentoring students and staff, hosting interns and participating in school steering committees. While some employers are well equipped to perform these functions, others may need support, guidance, and practical tools that will help them work closely with the schools. In addition, many of the 9-14 schools require an expansion of the number of available industry partners who can support interns, provide job shadowing experience, and inform design projects within the CTE programs at the schools.

Other Duties

Focus Areas:

Partnership Relations Development and Support

- Introduce new organizational partners aligned with ECI program goals, school mission and student diversity to our Grade 9-14 schools and ECI via email, phone calls and in-person meetings;
- Co-develop external-facing documents, including 'pitch' kit materials for CBO and employer partner recruitment;

- Coordinate and lead Employer network convenings with Industry Liaisons and WBL Coordinators in collaboration with NYCDOE offices;
- Lead efforts in securing funds for school model expectations (e.g. Industry Liaison position, internship wages);
- Co-develop compelling student-focused marketing materials to outline specific internship opportunities within an external partner organization;
- Lead an effort to develop internship ‘best practices’ based on current research and the 9-14 school model experience;
- Assist school-employer partners in developing annual ‘partnership agreements’ that outline the expectations and goals that each partner has for the school year;
- Enlist Labor Market Information Systems (LMIS) to develop reports and engage with school, college and employer partners in ongoing assessments of degree choices and to assist in job placement efforts;
- Support NYCDOE's efforts to connect schools to WBL transition resources for students, including alternative transition opportunities through CUNY Continuing Ed, WBL trainings, and apprenticeship programs; and
- Ensure that schools build their capacity to absorb new employer partnerships, recruit student participants in internships, and document WBL experiences.

STEM and WBL Academic Integration

- Lead curricular and instructional efforts aligning school and college partner CTE-STEM degree curriculum, including fostering project-based learning pedagogical practices, modeling design thinking principles, and building capacity for innovative curricular practice across the network of 9-14 schools;
- In collaboration with NYCDOE offices, support CTE teachers, employer partners, and college faculty around exhibitions of design-thinking and project-based learning curriculum;
- Collaborate with NYCDOE offices on increasing project-based learning professional development offerings for 9-14 teachers (e.g., DELS);
- Co-lead efforts with ECI team members to develop and support viable degree pathways and plans for new 9-14 schools and programs;
- Leverage Labor Market Information Systems (LMIS) reports to engage partner colleges and employers in ongoing re-alignment of degree coursework and viable internship pathways.

Mentoring Program Support

Mentoring in the 9-14 model provides an opportunity for industry professionals to interact with high school and college-aged youth in positive learning experiences, to develop the pipeline of future members of the STEM workforce, and to join a growing network of forward-thinking employer partners. The four main goals typically reflected within ECI mentoring programs are career exposure, soft skills development, advising and networking conversations, and school-employer mission alignment:

- Support the creation and development of new mentor training and orientation plans, and a mentoring curriculum to reflect current industry standards; and
- Support the creation of project-based or service-learning initiatives in conjunction with teaching staff and industry partners.

Qualifications

Strong interest in building college and career pathways for students

Entrepreneurial, innovative, and problem-solving attitude

Experience in workforce development in New York City metro area

Experience in sales, recruitment and other related areas a plus

Experience in a school as a high school "Career and Technical Education (CTE)" teacher preferred

Experience managing employer partner relations

Bachelors degree required