
Job Title	User Experience (UX) Industry Liaison/Specialist
PVN ID	KB-1706-001879
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Center for Economic and Workforce Develo
Status	Full Time
Annual Salary	\$58,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 06, 2017 (Or Until Filled)

General Description

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The User Experience (UX) Industry Liaison/Specialist for the CUNYTech Works (CTW) Program, a Department of Labor Employment and Training Administration grant funded program, funded through June 2021, will report to the CUNY Techworks Program Coordinator and is primarily responsible to meet the contract's annual internship and job placement goals. In addition, s/he will collaborate with the Program Coordinator to develop employer contacts and industry relations; cultivate work-based learning opportunities including internships; develop employment placements; and support a structured career development and job readiness program for eligible students.

Other Duties

PRIMARY DUTIES AND RESPONSIBILITIES:

Within the UX/Web Design Industry, he/she will be responsible to:

- Develop and manage internship opportunities
- Match interns to internship sites and oversee internship process and progress
- Develop employment opportunities at the Associate level
- Manage industry partnerships that result in project based learning opportunities
- Develop a portfolio of industry partnerships
- Collaborate with NYC DoE Career and Technical Education Media Tech commission, faculty, employers, CUNY, etc to strengthen and advance internship and employment opportunities
- Provide career readiness services to students
- Support program outreach and recruitment efforts
- Monitor employer/internship supervisor satisfaction by contacting employers regularly to monitor progress,

as well as follow up to ensure participant satisfaction (all efforts must be documented)

- Collect employment verifications from employers
- Research periodic reports of employment opportunities and employment trends in the labor market
- Prepare written reports on weekly basis of job development and placement activities
- Perform other job related tasks as directed by supervisor.
- Report to Program Coordinator and Director of Programs

Qualifications

- Requires a bachelor's degree with a minimum of 2-4 years of employment placement and development.
- Local industry contacts relating to Information Technology in the area of User Experience and Web Design a must.
- Experience in the technology industry (preferred).
- Knowledge of Slack, Asana, and database management tools preferred.
- Committed to leadership development principles.
- MUST have a strong knowledge of local IT employers, hiring trends, and in-demand skill sets.