

<b>Job Title</b>	ECI Industry Liaison
<b>PVN ID</b>	QB-1610-001429
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Early College Initiative
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$74,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 22, 2016 (Or Until Filled)

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## General Description

The Early College Initiative at The City University of New York (CUNY ECI) supports seventeen new public schools in New York City that begin in the 6<sup>th</sup> or 9<sup>th</sup> grade, serve approximately 500-650 students each, and blend a rigorous college-prep curriculum with the opportunity to earn up to two years of college credit while in high school. The main goal of these schools is to provide students with the confidence and skills necessary to graduate from both high school *and* college.

### General Description

Seven schools in the CUNY Early College Initiative network provide students with significant work-related experiences in addition to their high school and college coursework. These grades 9-14, CTE schools have strong partnerships with ten leading employers (4 As; Building Trades Employers' Association (BTEA); CH2M; Con Edison; IBM; Microsoft; Montefiore Medical Center; National Grid; New York Presbyterian Hospital and SAP). These founding employer partners assume a variety of roles within the schools, including planning curriculum, mentoring students, and staff, hosting interns, and participating in school steering committees. In order to provide more and varied student opportunities, CUNY ECI aims to strengthen existing employer partnerships and cultivate new relationships.

The CUNY Early College Initiative seeks an Industry Liaison to play an important role in developing this new school model in conjunction with BTECH (Business Technology Early College High School), QCC, and its industry partner, SAP. The Industry Liaison for a 9-14 Early College & Career School is responsible for the overall coordination and execution of industry-specific projects at BTECH to ensure long-term commitments and goals. The Industry Liaison will also oversee the broader industry coalition initiatives for the school. The Industry Liaison will have responsibilities in two primary areas: (1) growing industry engagement and work-based learning opportunities and (2) identifying and developing internship and job opportunities for BTECH students.

## Other Duties

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### Duties and responsibilities include:

- **Establishing an Industry Coalition:** A strong industry coalition is needed to create more opportunities for employers to engage with BTECH and BTECH students. The Industry Liaison is charged with building a coalition of companies in the NYC metropolitan area who will provide support to the BTECH population in the form of mentor programs, workplace experiential learning, internships, apprenticeships, and job opportunities. These companies can range in industry as both technology and business processes are essential components of any company. Preference would be to companies that utilize SAP software. For that reason, working closely with SAP and its local ASUG (Americas SAP User Group) members is strongly encouraged. As an example, close partnerships with SAP and its Americas SAP User Group members is needed in order to recruit and retain mentors and guest speakers; and to identify appropriate internship and job-shadow placements.
- **Establish a BTECH Advisory Council:** Drawing from members of the coalition, establish a 6-8 member Advisory Council who will meet quarterly to provide advice and direction on specific programming, workplace experiences, workplace essential skills and general career readiness.
- **Build a Career-Focused Mentoring Program:** Building on the early work of SAP's iCouldbe program, the Industry Liaison will be responsible for developing, implementing, and evaluating a career-focused mentoring program that meets the needs of BTECH students as they move through grades 9-14. Mentoring sessions should incorporate group and one-on-one mentoring opportunities that facilitate meaningful interaction and learning. Intentional design of an ongoing mentor program will clearly: outline responsibilities of the mentor and mentee, identify mechanisms for interaction, establish specific goals and objectives, and measure associated outcomes.
- **Provide Workplace Essential Skills Training:** Building on the assembly of workplace skills and competencies that was established in 2013 by members of the BTECH Steering Committee, revalidate the list and delineate the skills into actual workplace skills, such as telephone communications, and social/behavioral skills such as perseverance and teamwork. Working with QCC departments, Career Services and Career Direct, and with the QCC Office of Workforce Development, with members of the industry coalition, design, and implement training programs for the students.
- **Design a Career Counseling Program:** With the College Liaisons, QCC's staff in Career Services and Career Direct, and other BTECH, SAP and industry staff, and with BTECH staff implement a program that provides career counseling as it applies to the degree choices; networking skills using industry events and social media, informational interviewing, resume writing, job searching, dressing for interviews, interview follow up strategies and other career and job readiness skills.
- **Establish Workplace Experiential Learning programs:** With the support of the Industry Coalition and SAP plan and implement programs such as job shadowing, round robin industry coaching, industry speakers, corporate campus tours, entrepreneur workshops, and other events.
- **Establish Internships and/or Apprenticeships:** With the QCC Office of Workforce Development,

Career Services and Career Direct offices and with the Industry Coalition, secure paid internships and /or apprenticeships for cohorts of eligible BTECH students. The Industry Liaison will manage all logistical and administrative details that support internship development and funding.

- **Provide Job Opportunities:** With the QCC Office of Workforce Development, Career Services, and Career Direct offices and with the Industry Coalition, provide job opportunities for all students on track to complete the program.

## Qualifications

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### **Core Competencies/Qualifications:**

- Bachelor's degree required; Master's degree in a relevant field of study preferred;
- A minimum of four years of related experience in education organizations or youth workforce development programs;
- Experience working with faculty and administrators in both K-12 and higher education;
- Experience with network development and building relationships with external partners;
- A commitment to enabling high school students to succeed in college-level courses and careers;
- Excellent written and oral communication skills;
- Excellent computer skills;
- Strong organizational, interpersonal, and communication skills;
- 1-2 years of experience establishing successful mentor, career counseling and job readiness programs in the technology and business industries;
- Ability to work independently, perform multiple tasks simultaneously, and work within a team environment;
- Available to work occasional evenings or evening hours.

### **Reporting Structure and Location**

The BTECH Industry Liaison will report to Denise Ward, Vice President, Pre-College, Continuing Education, Workforce Development & Sponsored Programs at Queensborough Community College – CUNY. This position is based on the Queensborough Community College – CUNY campus but travel to the BTECH school will be required as will travel to meet with industry advisors and partners.