



JOB DESCRIPTION

JOB TITLE: Job Placement Navigator	FLSA: Exempt
Department Continuing Education	Date: 07/01/17
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Continuing Education	

Job Summary

Under the direction of the Director of Continuing Education the Job Placement Navigator is responsible for assisting program graduates to find stable employment in the trades. The Job Placement Navigator leads the effort to establish relationships with a variety of employers in the craft/trade, construction, utility, municipal and industrial employers throughout the Gulf Coast area. The Job Placement Navigator also serves as a student mentor and coach, who functions to assist students in linking academic, personal and professional goals to ensure persistence to graduation. The Job Placement Navigator serves as a liaison to services and resources on campus and is vital to developing the key data points needed to ensure Building Construction Trades Training (BCT) program completion. The Job Placement Navigator assists with the facilitation, coordination, and implementation of Student Support services and activities to improve student success, and services and activities to improve retention, course completion, graduation, and/or transfer rates.

Essential Functions

- Assists in the screening process for candidates interested in the Building Construction Trades Training Program;
- Works with CE staff to develop systems and procedures for the position;
- Tracks program participant activity, placement outcomes and retention;
- Meets with BCT program staff on a regular basis to ensure appropriate information sharing, coordination of program activities and service delivery;
- Meets with each participant upon enrollment to establish an individualized career plan;
- Acts as a mentor and motivates participants toward employment;
- Prepares and communicates job and/or training specifications and carefully matches with participants;
- Assists students and program graduates with job applications;
- Facilitates interviews and job placement of program graduates;
- Instructs participants in job seeking, application procedures, resume writing, interview preparations and job retention skills;
- Refers appropriate participants to potential employers for consideration of job opening and provided consistent follow-up to employers;
- Maintains contact with employers during the participants' employment and reports results to the appropriate staff;
- Develops nurtures, maintains and documents relationships with local area businesses, industry associations an HR representatives;
- Stays current with upcoming construction projects and apprenticeship openings;

- Maintains up-to-date information about local building, construction, electrical, and HVAC labor market needs;
- Meets with employers on a regular basis to maintain relationships;
- Responds to employer complaints or concerns and discusses with the appropriate staff person;
- Actively expands employment opportunities available to participants by working with local employers, government, and education/training partners;
- Participates in outreach and recruitment activities available to participants by coordinating and attending job fairs;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree in Business, Education, or 5-7 years work experience in a craft/trade teaching field currently offered by the college, or a closely related area;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Proficiency in Excel and Word;
- Demonstrated skills in recruiting, networking business and community services;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Ability to work collegially and collaboratively;
- Demonstrated excellent written and verbal communication skills;
- Demonstrated strong interpersonal skills;
- Strong organizational skills;
- Strong customer service orientation and ability to work with a committee or a team;
- Ability to think "outside the box" and to lead and manage change.

Preferred Education, Skills, and Abilities

- Master's degree in Student Services, Education, Business, or a closely related field;
- Construction trade experience;
- Experience in a community college setting working with student admissions, student advisement, student support services, and/or student records;
- Knowledge and strong skills in the area of integrated software systems, particularly Excel.

Work Environment

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;

- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.
- Work may require some local and state travel

Special Requirements

- Ability to travel as required for workshops and conferences;
- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date