**Functional Job Title:** Technology Employer Engagement Specialist  
**Contract Title:** Research Foundation  
**Location:** College of Staten Island  
**Department:** Workforce Development and Innovation  
**Status:** Full-Time / Temporary (hybrid)  
**Salary:** $70,000.00

**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 which 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, manages, and offers training programs designed to address critical skill gaps in growing workforce industries. Workforce Development provides quality, flexible and cost-effective training to support the educational and training goals of individuals and organizations across New York city. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The full-time, temporary Employer Engagement Specialist will facilitate opportunities for employment in the Technology sector for CSI's trainees. The Specialist will engage in 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 the Office of Workforce Development and Innovation team and the Cloud Academy's instructors to design and supply learner-centered, career readiness activities and will report directly to the Workforce Development Senior Advisor.

**Core Responsibilities**

- Analyze technology career sector job market trends to decide current market conditions and talent needs. Share and present labor market intelligence with the Office of Workforce Development and the Executive Leadership Team.
• Develop and sustain relationships with technology career sector employers.
• Implement effective strategies to increase technology career sector employers’ participation in campus-based career readiness activities such as career exploration events, professional panels, and company visits.
• Design and oversee the recruitment, placement and retention process of each trainee.
• Provide 1:1 and small group career navigation sessions including coaching, advisement and career exploration support.
• Facilitate professional development activities including; resume preparation, mock interviews, online job search strategies.
• Collaborate with Senior Advisor to plan and organize student engagement activities including career fairs, workshops, trainings, and networking events.
• Administers trainee evaluation surveys, capturing trainee voice and experiences, providing insight for training program management and revisions.
• Collect and manage data metrics for anecdotal and quantitative reports as requested by stakeholders.
• Perform other duties as assigned.

Qualifications

• Bachelor’s Degree and at least 3+ years of proven experience in developing and recruiting talent in the technology sector or 4-8 years of experience in a related field.
• Deep understanding of the tech industry’s current trends and emerging specializations.
• A natural relationship builder and public speaker, with knowledge of effective strategies for working with diverse faculty, students, and employers.
• A solutions-oriented and strategic thinker with a demonstrated ability to meet established targets and deadlines.
• Organized, reliable, and capable of working both independently and as part of a team.
• Exceptional written and verbal communication skills.
• This position requires traveling offsite as a representative of the Office of Workforce Development and Innovation at industry and academic events.

To Apply:

Closing Date: 01/22/2024