**Functional Job Title:** Employer Engagement Specialist  
**Contract Title:** Research Foundation  
**Location:** College of Staten Island  
**Department:** Workforce Development and Innovation  
**Status:** Part-Time / Temporary  
**Salary:** $45/hr. (19 hours/week)

**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 part-time, temporary Employer Engagement Specialist will facilitate relationships between Workforce students and employers. This role will seek employment and internship opportunities in the sectors of healthcare, technology, and clean energy. The Specialist will emphasize employer engagement, recruitment, and hiring strategies; leading a robust pipeline of trained graduates to high-quality, paid employment opportunities. This role will work collaboratively with the Office of Workforce Development and Innovation team, instructors, and academic professors to design and provide learner-centered, career-readiness activities. The Employer Engagement Specialist will report directly to the Workforce Development Senior Advisor.

**Core Responsibilities**
• Analyze job market trends to determine employment needs. Share and present labor market intelligence with the Office of Workforce Development and the Executive Leadership Team.
• Develop new and sustain existing relationships between employers and the Office of Workforce Development and Innovation.
• Implement effective strategies to increase potential 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 in employment and internship opportunities.
• 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.
• Track and collect data around employer partners, internship and job opportunities, and campus engagement activities using CRM systems, databases, or other data collection tools. Responsible for data entry to account for monthly progress reports.
• The position requires traveling offsite and represents the Office of Workforce Development at industry and academic events.
• Perform other duties as assigned

Qualifications

• Bachelor’s Degree and at least 3+ years of relevant career development experience in Workforce Development, community-based organizations, or higher learning institutions or 4-8 years of professional experience in a related field.
• Strong knowledge of hiring practices, recruiting entry-level talent needs, and internship opportunities preferred.
• A natural relationship builder with knowledge of effective strategies for working with diverse faculty, students, and employers.
• Must be a solutions-oriented, strategic thinker with a demonstrated ability to meet established targets and deadlines.
• Highly organized and able to work both independently and as part of a team.
• Must possess attention to detail and excellent written and verbal communication and presentation skills.

To Apply:
Closing Date: 01/22/2024