



ANNOUNCEMENT OF POSITION OPENING

**Educational Assistant/Grant Funded
Workforce Development Advisor, Equates to CCP 16-12 month
Special Appointment, 35 hours a week, Full Time**

MINIMUM

QUALIFICATIONS:

A bachelor's degree in education, business, psychology, sociology or human service. Demonstrated understanding of community colleges; excellent interpersonal and communication skills; ability to work with a culturally and ethnically diverse population; Ability to lead/facilitate workshops and work with groups; Ability to work one-on-one with students and provide ongoing support and career guidance; Computer and database management skills. Experience developing/maintaining career pathways with employers is preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Workforce Development Advisor will assist efforts of the FIRST Center to develop job skills and prepare students for the workforce, through one-on-one student support, career skills workshops, developing stronger pathways from certificate completion to career. Duties include: (1) developing and leading career skills workshops, resume and cover letter writing, online job searches and interviewing skills; (2) recruiting students and maintaining rosters; (3) providing one-on-one career guidance to current and prospective certificate students; (4) Managing and maintaining multiple databases related to student and employer information; (5) Provide ongoing assessment and report outcomes using various data sources and databases; (6) support retention of currently enrolled certificate and post-graduation students; (7) research job opportunities for current students as well as maintain connections with employers to create job opportunities for students. Incumbent will work under the supervision of the FIRST Center Program Coordinator. Occasional evening and weekend hours may be required.

MINIMUM SALARY: \$53,774.00 annually

STARTING DATE: February 2019

TO APPLY: Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley, Director of Human Resources

Capital Community College

950 Main Street, Hartford, CT 06103

Email: CA-HRApplc@capitalcc.edu

No phone inquiries; please submit only one application package.

REVISED APPLICATION DEADLINE: Application must be postmarked no later than January 15, 2019

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.
Protected group members are strongly encouraged to apply.**

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josephine Agnello-Veley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 214, Tel. (860) 906-5002 E-mail: jagnello-vey@Capitalcc.edu.