



**SHORELINE COMMUNITY COLLEGE**  
invites applications for the position of:

## **Admin/Exempt - Career Navigator (Manufacturing)**

**SALARY:** \$54,500.00 - \$57,680.00 Annually

**OPENING DATE:** 07/16/15

**CLOSING DATE:** 08/02/15 11:59 PM

### **JOB SUMMARY:**

Under general direction of Director of Manufacturing Programs, the Career Navigator will serve a wide range of populations with the express intent of assisting aerospace and manufacturing students to enter the machining program, persist in College, and connect to industry for jobs/careers in their field. This position is grand funded through the Washington Integrated Sector Employment (WISE) Department of Labor TAACCT grant and, as part of the funding requirements, will work DOL/TAACCCT WISE manager and the manufacturing department to accomplish tasks assigned to the position. This position will be responsible for student retention/tracking to meet Shoreline's contracted program outcomes. The Career Navigator also work closely with on-campus student support services in the recruitment of TAA-eligible individuals, veterans and other WISE affiliated programs.

### **Duties and Responsibilities include:**

- Assist with the recruitment and orientation of prospective program students
- Collect/maintain data and create program outcome reports in compliance with submission deadlines
- Track/report program completers/grant outcomes, and conduct student information sessions
- Use the Student Management System (SMS/HP) to track student registration
- Foster student accountability, self-advocacy, self-awareness, and effective use of resources
- Solicit student feedback and experience with career pathway program
- Conduct student information session, informing/navigating students to available funding sources
- Work directly with machining faculty and staff to help students persist and graduate
- Develop/implement innovative retention and job placement programs which meet student needs
- Distribute weekly job listings and career opportunities to students
- Work with industry career navigators and manufacturing employers to assist students with finding internships and coordinate appropriate paperwork
- Establish relationships with industry and manufacturing employers to create connections for students related to job placement opportunities
- Attend WISE-related, Manufacturing Advisory Committee and Aerospace/Manufacturing meetings
- Educate/engage the community with regards to Shoreline's manufacturing program sharing information related to growth, needs, opportunities for involvement, etc.
- Perform other duties of a similar nature and level as assigned

### **QUALIFICATIONS:**

#### **REQUIRED EDUCATION & EXPERIENCE:**

- Associate's Degree from an accredited institution OR two (2) years of experience in education or a social services setting
- Valid unrestricted Washington driver's license

- Clean driving record [max of 1 moving violation in the last 12 months, no suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related misdemeanor in the last 5 years]
- Current driver's abstract (no more than one [1] month old)
- Ability to transition between multiple work locations on a regular basis

**PREFERRED EDUCATION & EXPERIENCE:**

- Bachelor's degree from an accredited institution
- Experience working in a community college environment
- Experience working with at-risk populations including low-income students and military veterans

**KNOWLEDGE OF:**

- Grant reporting and guidelines; including data management
- Current trends/information related to aerospace and machining industries
- Microsoft Office applications including Access, Excel, Outlook, and Word programs

**SKILL IN:**

- Contributing to equity and inclusion by fostering a climate of multicultural appreciation and awareness
- Developing presentations/workshops to assist students with career development/job placement
- Establishing/maintaining effective relationships at all organizational levels inside/outside of the College
- Mentoring/coaching students within the manufacturing program
- Time management, multitasking, and coordinating work outcomes/activities with multiple partners
- Preparing clear/concise materials resulting in effective oral and written communication
- Handling difficult or sensitive situations using sound independent judgment within legal guidelines
- Creating/coordinating program materials, processes, and procedures

**CONDITIONS OF EMPLOYMENT:****PHYSICAL WORK ENVIRONMENT:**

Ability to work in a standard office setting, use standard office equipment and physically attend meetings both on and off campus, ability to communicate in person or through appropriate means. Ability to work weekends and evenings when appropriate or needed is required. Ability to lift up to 25 lbs.

**TERMS OF EMPLOYMENT/SALARY:**

This is a full-time administrative/exempt annually contracted position with funding in place thru September 2017. Hiring of this position is contingent upon available funding as determined by the College President.

**OTHER CONDITIONS:**

In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire. Other conditions that may apply will be detailed upon the offer of employment. This position is overtime exempt.

**REQUIRED MATERIALS:****To be considered for this position, please submit the following:**

- NEOGOV online application/profile
- Letter of interest addressing each qualification
- Current resume
- Supplemental questionnaire
- Unofficial Transcripts documenting highest degree (official required upon hire)

**Please Note:** Once application materials have been submitted, you may not modify the application.

## Career Navigator – Manufacturing

Application Period:

Salary Range: \$54,500- \$57,680 annually

Under general direction of the Dean, the Career Navigator will work the Manufacturing department to serve a wide range of populations with the express intent of assisting aerospace and manufacturing students to enter the machining program, persist in College, and connect to industry for jobs/careers in their field.

### Duties and Responsibilities include:

- Assisting with the recruitment and orientation of prospective program students
- Informing students of funding sources and assisting in navigating those sources
- Working directly with machining faculty and staff to help students persist and graduate
- Assisting students with finding internships and coordinating appropriate paperwork
- Establishing relationships with industry and manufacturing employers to create connections for students related to job placement opportunities
- Attending Manufacturing Advisory Committee and Aerospace/Manufacturing meetings
- Coordinating/building Shoreline Community College employer base
- Educating the community about Shoreline's manufacturing program (i.e. growth, needs, involvement, etc)
- Assisting the Dean with grant applications and implementation
- Performing other duties of a similar nature and level as assigned

## QUALIFICATIONS

### REQUIRED EDUCATION & EXPERIENCE:

- Associate's Degree from an accredited institution OR two (2) years of related management experience
- Valid unrestricted Washington driver's license
- Clean driving record [*max of 1 moving violation in the last 12 months, no suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related misdemeanor in the last 5 years*]
- Ability to transition between multiple work locations on a regular basis

### PREFERRED EDUCATION & EXPERIENCE:

- Experience working in a community college environment

### KNOWLEDGE OF:

- Grant writing processes and guidelines
- Current trends/information related to aerospace and machining industries
- Microsoft office applications including Access, Excel, Outlook, and Word programs

### SKILL IN:

- Contributing to diversity by fostering a climate of multicultural appreciation and awareness
- Developing presentations/workshops to assist students with career development and job placement activities
- Establishing/maintaining effective working relationships at all organizational levels
- Mentoring/Coaching students within the manufacturing program
- Time management, multitasking, and coordinating work outcomes/activities with multiple partners
- Interpreting applicable laws, regulations, and policies
- Preparing clear/concise materials resulting in effective oral and written communication
- Handling difficult or sensitive situations using sound independent judgment within legal guidelines

**PHYSICAL WORK ENVIRONMENT:**

Ability to work in a standard office setting, use standard office equipment and physically attend meetings both on and off campus, ability to communicate in person or through appropriate means. Ability to work weekends and evenings when appropriate or needed is required. Ability to lift up to 25 lbs.

**TERMS OF EMPLOYMENT/SALARY:**

This is a full-time administrative/exempt annually contracted position with **funding in place thru September 2017**. Hiring of this position is contingent upon available funding as determined by the College President.

**OTHER CONDITIONS:**

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**REQUIRED MATERIALS:**

To be considered for this position, please submit the following:

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Please Note: Once application materials have been submitted, you may not modify the application.

## Navigator Job Description

### Essential Responsibilities and Functions Include:

#### I. Marketing and Recruitment

- Develop recruitment and marketing materials for integrated career pathway program.
- Coordinate and implement outreach and recruitment strategy for integrated career pathway program.
- Strengthen connection with adult education and workforce programs on campus and in community.
- Expand network of campus and community service providers.
- Expand network of employers and business organizations in targeted career pathway industry sector.

#### II. Direct Student Support

- Establish positive and trusting relationships with students.
- Coordinate and/or provide supportive services to support academic persistence and success.
- Connect students to college admissions processes, including financial aid, academic advising, and academic and student support services.
- Identify potential sources of financial and in-kind support to underwrite enrollment.
- Provide information on targeted career and educational pathway.
- Assist students with career research and planning.
- Assist with employment search and internship or job placement.
- Monitor student progress and meet with students regarding academic progress.
- Present and/or coordinate workshops on a variety of topics that supplement and support instructional curriculum.
- Facilitate student success by creating peer networks.
- Foster student accountability, self-advocacy, self-awareness, and effective use of resources.
- Provide opportunities for students and their families to attend social and cultural events on campus.

#### III. Coordination and Communication

- Establish and maintain effective working partnerships with multiple stakeholders.
- Work collaboratively and maintain regular communication within larger integrated career pathway project partnership.
- Track student attendance, behavior, and progress.
- Communicate regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment pipeline.
- Develop opportunities for students to gain real-world information and exposure to targeted career pathway.
- Coordinate services with relevant college departments and community agencies.
- Facilitate transition of students to credit courses, connecting them with student services, academic and support programs.
- Attend academic advising trainings, department and division meetings.

#### IV. Administration

- Maintain system for tracking students along career and education pathway.

- Participate in exploring and identify funding sources.
- Assemble and update Navigator program resources.
- Solicit student feedback and experience with career pathway program.
- Collaborate with community and campus partners to maintain and strengthen student support network and training pipeline
- Track and report student participation in group and individual sessions with Navigator.

SEATTLE COMMUNITY COLLEGES

**Job Description**

Position Title: Industry Partnership Navigator

Campus & Department: Siegal; Workforce Education

Position Summary:

- This is a temporary, full-time position through December 31, 2015. This position works closely with industry partners, primarily in manufacturing, transportation logistics, and health care to identify job opportunities available to Seattle Colleges' students and public housing residents. The position provides wrap-around support to students throughout their training experience, helping facilitate enrollment, training completion, career-readiness and job placement.

Reporting Relationships:

- This position reports to the Interim Director for Workforce Projects.

Essential Functions:

(The essential functions may not include all duties assigned to the position)

- Liaise with industry partners in health care, transportation logistics and manufacturing to identify job opportunities and skill needs
- Work with students to raise awareness of opportunities with industry partners and facilitate enrollment in training programs
- Track and document progress of students who have completed an Opportunity Week session and enrolled in a training program
- Provide education navigation for students throughout their training experience, including program selection, enrollment support, and regular contact to help students address barriers, persist and complete
- Coordinate with existing College and Career Navigators, and other campus and community resources, to refer students as needed and provide wrap-around support
- Provide support and information to public housing residents during Opportunity Week sessions

- Work with industry partners to arrange and document engagement opportunities with students including mock interviews, classroom speakers, and career mentors
- Oversee quarterly reporting to funder, as well as final reporting near end of the grant period

### Required Knowledge, Experience, Skills, and Education

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

- Bachelor's degree
- Experience working directly with students, providing navigation, advising or counseling support services

Incumbent Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_

HR Admin Review: \_\_\_\_\_ Date: \_\_\_\_\_

The above is intended to describe the general content of and requirements for the job. It is not an exhaustive statement of all the duties, responsibilities or requirements of the job.

# RENTON TECHNICAL COLLEGE

## JOB DESCRIPTION

POSITION TITLE	REPORTS TO (POSITION)	DEPARTMENT	DATA	
WISE Grant Student Navigator	WISE Grant Project Manager (75%) and the Director of the Construction Center of Excellence (25%)	Workforce, Trades & Economic Development	FLSA: E	REPRESENTED: No

### POSITION PURPOSE:

This full-time, exempt position reports to both the WISE Grant Project Manager and the Director for the Construction Center of Excellence. The WISE Grant Project Manager will oversee the Retention, Tracking, Reporting, and Job Placement Assistance responsibilities of the WISE Grant Student Navigator (75%); The Director of the Construction Center of Excellence will oversee the Outreach and Recruitment Responsibilities of the WISE Grant Student Navigator (25%). The WISE Grant Student Navigator- Renton Technical College (RTC) position will 1) Work closely with all areas of RTC's on-campus support services and assist in resource navigation and job placement processes; 2) **Recruit TAA-eligible individuals, veteran's and their eligible spouses, and others into the Construction Trades Preparation/Pre-Apprenticeship, Leadership In The Trades, and Commercial Building/Industrial Engineering programs;** 3) **Deliver evidence-based student services to promote student retention and completion;** 4) **Ensure that students are aware of the career pathway from their Construction infused program to on campus Applied Science degrees and other related Certificate programs. Navigational coaching will include a full range of career assessment, college transition services, instructor contact and referral services to these students in support of their academic attainment and grant goals.**

### RESPONSIBILITIES:

*\*Denotes an essential function of the job*

- Identify and evaluate students interested in the Construction Trades related programs.\*
- Inform prospective and enrolled students regarding vocational program, admission procedures, degree requirements and transfer requirements.\*
- Establish common **data collection metrics and programs.**
- **Conduct student information sessions.**
- **Manage assessment data.\***
- **Serve as a program-embedded retention specialist.\***
- Direct students to resources that may assist with academic and personal barriers.\*
- Coordinate recruitment and employment placement efforts with the State of Washington Employment Security Department including local WorkSource offices, the Trade Adjustment Assistance Division, and Veteran outreach programs.
- Developing resources for students, including tutoring and other services that increase their success in education and training.\*
- Refer students to on- and off-campus services and resources as appropriate.
- Assist in the development of career plans for those participants who complete or are near completion.\*
- **Maintain complete records and submit reporting on time.\***
- **Develop and implement post-program evaluation.\***
- **Participate in student recruitment.\***
- **Track and report on program completers.\***
- Refer students to appropriate Student Services staff and advisors.\*
- **Use the Student Management System (SMS) to track student registration.\***
- **Participate in college and community meetings, as appropriate.**
- **Collaborate with advising staff, faculty and other RTC staff to develop and implement innovative advising activities.**

- Collaborate with WISE Grant staff, Construction Center of Excellence staff and faculty to meet grant outcomes and provide reporting data.\*
- Document and share best practices.
- Prepare for and participate in Consortium meetings. *as appropriate*
- Work with students and staff from diverse backgrounds.
- Maintain regular attendance and punctuality.
- Assume and effectively discharge other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor's Degree in counseling or related field.
- Two years of experience providing counseling and case management services and demonstrating the ability to: understand and comply with government or organizational policies and regulations; and work and communicate well with diverse populations, including students, colleagues and community agencies.
- Two years of experience meeting enrollment and completion outcomes as required by a contract for services or a grant.
- Ability to attend to detail and maintain accurate case files.
- Ability to create well-formatted documents, spreadsheets and databases using Microsoft Office software.
- Ability to communicate effectively (clearly, concisely, and with the appropriate tone) verbally and in writing with internal and external partners.
- Demonstrated ability to understand complex rules and explain them to the public.
- Proficiency with web communication tools.
- Ability to work cooperatively with other college departments and individuals in order to ensure proper coordination of services between departments.
- Ability to work independently with minimal supervision and to meet deadlines. *self directed*
- Ability to maintain confidentiality.
- Ability to represent the college in a positive manner.
- Valid driver's license and reliable vehicle for reimbursable local travel.
- Willingness to work some evenings, early mornings, and occasional weekends as needed.

**PREFERRED QUALIFICATIONS:**

- Previous experience working with Trade Act, BFE&T, Opportunity Grant, and Worker Retraining eligible students.
- Experience working with at-risk populations, including low-income students and military veterans.
- Familiarity with the Construction Industry. *mta*
- Experience in an educational or social services organization is preferred.
- Familiarity with common entry assessment tests (e.g., COMPASS, ACCUPLACER, WOWI).
- Federal and/or State grant experience.

**SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:**

None

**WORKING CONDITIONS:**

The schedule of hours to be worked will be arranged with the successful candidate. Duties primarily involved seated, computer workstation work, meetings in locations held throughout campus and offsite.

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**Incumbent**

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**Supervisor**