



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
invites applications for the position of:

# Advisor, Workforce Development

**SALARY:** \$3,583.00 /Month

**OPENING DATE:** 06/02/17

**CLOSING DATE:** 06/18/17 11:59 PM

## **SUMMARY OF RESPONSIBILITIES:**

Provide direct support to students in navigating the Workforce Development (WFD) intake and enrollment process for Worker Retraining, Basic Food Employment and Training (BFET), Opportunity Grant and WorkFirst programs. Support the WFD outreach team with internal and external recruitment and provide general academic advising. The advisor works collaboratively with other members of the team, college staff, and faculty to support student success.

Responsibilities include academic planning and advising, career planning, intake, enrollment and facilitating workshops. This is an exempt, administrative position that reports to the Workforce Development Director.

## **ESSENTIAL FUNCTIONS:**

- Determine eligibility, conduct intake, and enroll students in Workforce Development programs
- Communicate regularly with WFD Coordinators regarding new student enrollment
- Educate the college community regarding WFD programs, including program participant eligibility and services
- Provide superior customer service while helping prospective students with Workforce Development intake processes
- Assist in the marketing and recruiting of current LWTech students for WFD support
- Support the WFD outreach team with external recruitment of WFD students
- Administer, interpret, and evaluate technical, academic and career assessments;
- Provide advising, educational, and career planning for prospective and enrolled students
- Advise students regarding technical and academic courses, program admission procedures and prerequisites, degree requirements, and related college information
- Provide assistance in the completion of financial aid applications and referral to alternative funding sources; collaborate with alternate funding sources and college staff on student needs
- Present individual and group orientation sessions
- Respond to inquiries from prospective students, outside agencies, general public and other technical and community college personnel regarding Workforce Development grants
- Collaborate with the WFD team, Student Development, and others in support of student success
- Assist in tracking and follow up of current and potential WFD students
- Ensure areas of responsibility operate within the policies and procedures of the college, the program, federal and state agencies
- Maintain comprehensive participant records and related program files; maintain database of student records for reporting services
- Maintain regular and satisfactory attendance and punctuality
- Other duties as assigned

## **QUALIFICATIONS:**

- Bachelor's degree required or equivalent combination of education and work experience related to the above functions; Master's degree preferred
- Three to five years of work experience in higher education advising, counseling, outreach, or career services
- Experience with database management
- Experience within the technical or community college setting preferred
- Experience working with diverse populations, especially low-income and first-generation college students
- Experience with workshop facilitation and/or public speaking
- Excellent oral and written communication skills required
- Demonstrated ability to work in a team environment
- Working knowledge of Microsoft Office programs
- Due to the diversity of the college population, we encourage applicants who are multilingual

#### **SUPPLEMENTAL INFORMATION:**

##### **Compensation:**

Salary is \$3,583.00 per month. This is a full-time, 40 hour per week position. Working hours are typically 8:00 am– 5:00 pm Monday through Friday. Medical, dental and insurance benefits are provided as currently administered under Public Employees Benefits Board; State Retirement Plan; vacation begins to accrue 2 days per month and sick leave begins to accrue at 1 day per month, effective upon employment. This is a professional-technical, non-exempt position and employment is at-will.

##### **Required Online Application Materials:**

- Online application
- Current resume
- Cover letter
- Responses to the supplemental questions included in the online application process

##### **Conditions of Employment:**

- Official transcripts/certifications will be required upon employment
- Job offers are contingent upon successful completion of background/reference checks

**Physical/Mental Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: ability to sit, walk or stand for extended periods of time
- Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare materials or equipment
- Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 10 pounds
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person
- Emotional/Psychological Factors: ability to make decisions and concentrate, frequent contact with co-workers, as well as the public
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

##### **Environmental/Work Conditions:**

- Frequent use of office equipment
- Exposure to weather; corridors between building are located outdoors

##### **Eligibility Verification:**

- If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work

### Affirmative Action Statement

Lake Washington Institute of Technology is an equal opportunity employer. Women and minority groups are strongly encouraged to apply. Lake Washington Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Questions regarding the College's Affirmative Action Policy may be directed to the Melissa Lamy, Executive Director of Human Resources, Affirmative Action Office/Title IX Coordinator, (425) 739-8212.

### CORRECTIONS OR EXTENDED NOTICES

You must submit an online application, including resume and letter, at <http://www.lwtech.edu>. We do not accept hardcopy, faxed, or emailed application materials.

Position #17E052  
ADVISOR, WORKFORCE DEVELOPMENT  
HD

All application materials become the property of Lake Washington Institute of Technology.

#### OUR OFFICE IS LOCATED AT:

11605 132nd Ave NE  
Kirkland, WA 98034  
425-739-8212  
[hr@lwtech.edu](mailto:hr@lwtech.edu)

Accommodation: Persons with disabilities who need special accommodations for the application process should contact the Executive Director of Human Resources (425) 739-8212 or (425) 739-8122 TDD.

Interview Process: Applicants whose backgrounds best match the position's essential functions and qualifications are generally contacted for interview by phone or email 2 to 4 weeks after the position closes.

Equal Opportunity: Lake Washington Institute of Technology is an affirmative action/equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. Questions can be directed to the Executive Director of Human Resources/Title IX Coordinator at (425) 739-8212.

Immigration Reform and Control Act requirement: All new employees are required by law to submit documentation proving eligibility to work in the United State by completing an Employment Eligibility Form (I-9) within three days of employment.

### Advisor, Workforce Development Supplemental Questionnaire

- \* 1. What is your highest level of education?
  - High school diploma or equivalent
  - High school/equivalent and some college
  - Associate's degree
  - Bachelor's degree
  - Master's degree
  - Earned doctorate
- \* 2. What was the major of your highest earned degree?
- \* 3. How many years of work experience in higher education advising, counseling, outreach, or career services do you have?
  - Less than 2 years
  - 2 to 3 years
  - 3 to 4 years
  - 5 or more years
- \* 4. Describe your experience working with diverse populations, especially low-income and first

generation college students.

- \* 5. Please rate your comfort level facilitating workshops and/or making presentations in front of large groups of people?
  - Unsure (no experience)
  - Not very comfortable
  - Somewhat comfortable
  - Extremely comfortable
  
- \* 6. Lake Washington values diversity and welcomes students from all backgrounds and levels of educational attainment. In 500 words or less, please describe how you would help LWTech enhance its commitment to diversity.
  
  
- \* 7. Are you able to perform the essential functions of this position, with or without accommodation?
  
  
- \* 8. Acknowledgement of required application materials.  
An LWTech application packet must contain a **complete application (including education & employment history), resume, and cover letter**. Please ensure your application is complete and that you attach your resume and letter before moving forward with this submission.
  - I acknowledge that if my application packet - including a complete application, resume, and cover letter - is incomplete, LWTech will not consider me for this position.
  
- \* Required Question