



COLUMBIA BASIN COLLEGE (WA)
invites applications for the position of:

WorkForce Education Training Specialist

SALARY: \$42,000.00 - \$45,000.00 Annually

OPENING DATE: 09/07/17

CLOSING DATE: Continuous

DESCRIPTION:

Columbia Basin College ("CBC" or the "College") seeks a WorkForce Education Training Specialist whose primary goal is to assist the Basic Food Employment & Training (BFET) students to persist in their educational programs and eventually become self-sufficient. This WorkForce funding program provides education and training support for participants to complete a certificate or AAS degree and/or acquire specific job skills to gain and keep a living wage job.

The WorkFirst Education Training Specialist will provide individual educational, career planning and other support services to enhance the success of participants enrolled in the BFET program. Responsibilities also include support of program development efforts to ensure successful implementation of various WorkFirst programs at CBC. This position reports directly to the WorkFirst & BFET Director.

Closing Date: Open until filled (**First consideration date closes on October 8, 2017 at 11:59 p.m. PDT**)

PRIMARY RESPONSIBILITIES:

- Provide both academic and non-academic support to program participants, including identifying student needs, providing career counseling and determining eligibility for programs and services;
- Advise, register and track progress of program participants for vocational and technical coursework;
- Work closely with program participants and assist them with problem-solving educational and day-to-day issues, and refer to other community agencies as appropriate;
- Coordinate and facilitate group and individual program orientation/information sessions, and administer Comprehensive Program Orientations for BFET students on campus as scheduled;
- Conduct initial intake and assessment of program participants;
- Facilitate effective communication between partner agencies such as the Department of Social and Health Services, Employment Security Department and Career Path Services;
- Monitor progress of program participants to ensure successful completion of prescribed coursework and training;
- Implement and manage student documentation and reporting requirements, input data using the Electronic Jobs Automated System (eJAS), BFET Access database, and/or other student information database systems;
- Assist with monitoring and maintaining eJAS referral and contractor screens;
- Ensure eligible participants are properly coded in the eJAS and other student database systems; and
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education, Counseling, Social Work or related field from a regionally accredited college or university; and
- Two (2) years experience working in a Workforce-type program or working with adult student learners in an educational, governmental, charitable organization or social services setting.

COMPETENCIES:

Oral Communication: Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate excellent group presentation skills; participate in meetings;

Written Communication Skills: Structure and convey information clearly and effectively through both formal and informal documents; review and edit written work constructively; ability to tailor to audience in mind;

Teamwork: Demonstrate a willingness to work with, and help others in completing job assignments, the ability to accept constructive criticism, and to cooperate with fellow employees and supervisors;

Change Management: Initiate and/or manage the change process and energize it on an ongoing basis, taking steps to remove barriers or accelerate its pace;

Quality Management: Set clear quality requirements; measure key outcomes; improve processes, products, and services;

Project Management: Manage projects by focusing attention on key priorities; evaluate approaches, determine feasibility, and adjust plan as needed; develop plans, coordinate projects and teams; communicate changes and progress; complete projects on time and on budget;

Leadership: Lead by example, serve as appropriate role model to colleagues; demonstrate confidence within area of expertise – promote a cooperative work environment;

Visionary Leadership: Create a clear, compelling vision; communicate vision and gains commitment; acts in accordance with vision; display passion and optimism; mobilize others to fulfill the vision;

Computer Skills: Skilled in the use of computers, adapt to new technology, keep current on changes, learn new programs quickly, use computers to improve productivity; and

Support for Diversity: Support initiative of the district, colleges and visions to expand the human qualities that differentiate our workforce and workplace; exemplify tenants of tolerance, acceptance and interest in different viewpoints, cultures, and backgrounds and demand similar conduct of assigned staff and department.

TERMS OF EMPLOYMENT:

This is a twelve (12) month per year, full-time grant funded exempt position. It is an overtime exempt position with general work hours of Monday through Thursday 7:00 a.m. to 4:30 p.m., and Friday 7:00 a.m. to 12:00 p.m.; however work hours may vary due to work demands and some evening work as required. This position starts immediately.

PROCESS NOTE:

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

CONDITIONS OF EMPLOYMENT:

In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of the College to maintain an alcohol

and drug-free workplace for our employees and students. This position is directly engaged in the performance of work on a federal contract or grant which requires compliance with the College's Drug Free Workplace Policy, as well as reporting requirements, as a condition of employment.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least twenty (20) pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Frequent repetitive hand and wrist motions;
- Occasional need for travel; and
- Ability to work in a fast paced and/or sometimes stressful situations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://columbiabasin.edu/>

Position #E-17-022
WORKFORCE EDUCATION TRAINING SPECIALIST
IB

2600 N. 20th Ave.
Pasco, WA 99301
509-542-4567

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WorkForce Education Training Specialist Supplemental Questionnaire

- * 1. Please select the response from below that most closely matches your education.
 - I have some college
 - I have earned an Associate's degree
 - I have earned a Bachelor's degree
 - I have earned a Master's degree or higher
- * 2. Please select the response from below that most closely matches your experience in a Workforce-type program or working with adult student learners in an educational, governmental, charitable organization or social services setting.
 - I don't have any experience
 - I have some but less than one year
 - I have one year but less than two years
 - I have two or more years experience
- * 3. Briefly describe your experience in a Workforce-type program or working with adult student learners in an educational, governmental, charitable organization or social services setting. Please include references to positions and dates the worked was performed.

- * 4. What do you believe are the keys to good customer service?

- * 5. Describe a workplace situation in which you were caught unaware by a problem or obstacle that you had not foreseen. What happened?

- * 6. What do you see as some of the challenges facing community college students today?

- * 7. This job requires considerable contact with a broad spectrum of people. Please describe what you believe are the most significant aspects of human diversity. What is your experience working with and for people of diverse backgrounds and share with us why you believe that experience is relevant to the work of this position?

- * Required Question