



RENTON TECHNICAL COLLEGE
invites applications for the position of:
WorkFirst Services Specialist

SALARY: \$2,865.33 - \$3,224.66 Monthly

OPENING DATE: 10/01/18

CLOSING DATE: 10/22/18 11:59 PM

POSITION:

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding college & career pathways program with classes in adult basic education, English as a second language, and GED preparation is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

The WorkFirst Services Specialist, full time, overtime eligible, is part of the Workforce, Trades & Economic Development team and reports directly to Director of Workforce Education. Responsible for administrating day to day activities for the WorkFirst student population and is responsible for generating employment opportunities to reinforce educational program or vocational goals for students. This position requires an individual that is dependable, self-motivated, a strong multi-tasker who is well organized and communicates professionally with students and co-workers. This position will be responsible for ensuring student satisfaction, providing leadership with a focus on exceptional customer service and building relationships with local corporations, non-profit and government employers. This position has been designated as a bargaining unit position represented by the WFSE Employees Association.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and are almost 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

KEY RESPONSIBILITIES INCLUDE:

- Demonstrate multicultural competence (including an awareness and understanding of historically disadvantaged populations) and create an educational and work environment that affirms a commitment to equity, diversity, and inclusion.
- Support the college's mission by creating a learning and work environment of mutual respect and fairness, while encouraging creative and critical thinking. Contribute to the appreciation of diversity and foster a climate of multicultural understanding.
- Act as the primary intake specialist, answering phones, responding to inquiries, and assisting students. Manage the day-to-day operations of the Workforce office including scheduling, reception office activities, input purchase orders, maintain program files, and administrative office duties.
- Develop and locate job opportunities, by building effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities and to promote the school's qualified students.
- Develop and monitor/maintain WorkFirst (Online Database) job search portal for students.
- Assist students (including WorkFirst students) with all aspects of the employment process including interviewing skills, networking, resume writing and job search techniques.

- Develop full-time, part-time, temporary or permanent WorkFirst job opportunities for Student's.
- Stay current on WorkFirst federal / state rules and regulations pertaining to current funding sources.
- Provide direction and assistance to students in outlining effective steps toward achieving their career goals as it relates to work study, internships, workshops and job search efforts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated experience or participation with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- High school graduate or equivalent and four years of increasingly responsible administrative experience. Advanced training in administrative procedures may substitute on a month for month basis for up to one year of the required experience.
- Strong customer service skills, including experience working with individuals whose first language is not English.
- Ability to maintain confidentiality, think critically, and exercise independent judgment required.
- Proficient experience using Microsoft Office 2010, specifically experience creating & editing documents, spreadsheets and presentations. Previous success learning new computer software programs/platforms required.
- Excellent leadership and interpersonal skills and ability to work effectively as part of a team.
- Ability to learn about the courses/programs offered by Renton Technical College.
- Excellent verbal and written communication skills.
- Effective interpersonal skills.
- Ability to develop productive working relationships with college faculty and staff.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks, and planning and organizing work in order to meet changing priorities and deadlines.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

CONDITIONS OF EMPLOYMENT:

The person hired is required to provide authorization for employment in the United States.

All offers of employment are subject to background checks. Post offer, pre hire background checks including criminal record, history may 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.

For questions regarding this position contact nmedbury@rtc.edu or 425-235-2296 / 425-235-7819.

EEO STATEMENT:

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official

has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, titleix@rtc.edu.
Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <http://www.rtc.edu/clery-act>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.RTC.edu>

3000 NE 4th Street
Renton, WA 98056
425 235 2296

Position #18-W0004
WORKFIRST SERVICES SPECIALIST
NM

hrmail@rtc.edu