

SOUTH PUGET SOUND COMMUNITY COLLEGE
invites applications for the position of:



Workforce Transitions Specialist - BFET

SALARY:	\$3,857.42 Monthly
DIVISION:	Student Services
DEPARTMENT:	Financial Aid(305)
OPENING DATE:	04/22/19
OUR OPPORTUNITY:	



[South Puget Sound Community College](#) (SPSCC) seeks a highly motivated and qualified individual for the position of Workforce Transitions Specialist. This position designs and implements programs and services that utilize the WorkFirst, Opportunity Grant, Basic Food Education Training (BFET), and Worker Retraining programs to assist current and prospective students in developing resiliency, achieving their educational goals, and preparing for entry into the workforce.

South Puget Sound Community 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. On average, 43% of SPSCC students are people of color. We strongly encourage members of the 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.

And if that isn't enough? We also offer:

- The [Clipper Café](#) specializing in seasonal comfort foods
- The [Bake Shop](#) offering daily baked goods made by our students
- Fine dining in the [Percival Room](#), offering vegetarian, vegan, and gluten-free choices as part of our Culinary Arts and Baking & Pastry Arts programs
- [Campus bookstore](#) offering snacks, apparel, and specialty supplies
- Starbucks coffee shop

- [Bus service](#) every 15 minutes to downtown Olympia and beyond – you receive a FREE State Agency Rider (STAR) Pass
- FREE [parking](#) on our campuses – permits are not required
- On-campus [child care](#)
- [Percival Creek](#), which runs beneath our campus footbridge, provides year-round beauty and views of Chinook, Coho, and chum salmon pass through each fall
- Many [walking paths](#) that are marked and on nicely paved sidewalks
- [Gym and recreation](#) facilities
- SPSCC promotes wellness with a variety of different [workshops and events](#) on campus
- Lots of activities with our [Artist & Lecture series](#), which are FREE for staff and faculty
- Many community events in the [Kenneth J. Minnaert Center for the Arts](#)

WHAT YOU'LL DO:

The Workforce Transitions Specialist conducts student intake orientations regarding specific [Workforce Transitions](#) program requirements and benefits, as well as assessing student program eligibility for the WorkFirst, Opportunity Grant, BFET, and Worker Retraining programs.

Effective interpersonal skills with an ability to establish strong relationships and partnerships.
 Ability to work in a fast paced, student-centered environment, with multiple competing priorities.
 Strong organizational skills, ability to work independently, prioritize multiple tasks, and manage competing priorities and demands.
 Ability to handle a large caseload of students.

This position will develop and implement support systems and interventions designed to promote retention, educational attainment, resiliency, and career readiness of students who are utilizing the Workforce Transitions program, specifically students in the BFET program. The Workforce Transitions Specialist will also:

1. Conduct outreach efforts that encourage students to apply for and participate in qualifying Workforce transitions programs.
2. Perform referrals as appropriate to internal and external resources for students.
3. Perform routine reporting of student compliance and education activity via the eJAS system.
4. Provide student eligibility data and award information to the Financial Aid office.
5. Serve as the college's primary point of contact with students, the Department of Social and Health Services, Department of Commerce, the State Board of Community and Technical Colleges, and other state agencies representing the Workforce department and specifically the BFET program.
6. Work directly with the Dean of Student Financial Services to monitor fund expenditures and future fiscal planning for BFET students.
7. Assist with the college's compliance with complex rules governing the WorkFirst, Opportunity Grant, BFET, and Worker Retraining programs.
8. Assist with grant preparation and renewal.
9. Demonstrate multicultural competence (including an awareness and understanding of historically disadvantaged populations) and create an educational and work environment that affirms [commitment to equity, diversity, and inclusion](#).
10. Support the college's [mission](#) by creating a work environment of mutual respect and fairness, while encouraging creative and critical thinking.
11. Contribute to the appreciation of diversity and foster a climate of multicultural understanding.

QUALIFICATIONS YOU POSSESS:

Minimum Qualifications

- Bachelor's degree in Counseling, Social Sciences, Education, or a related field from an accredited college or university

OR

equivalent mix of education and experience that demonstrates the candidate meets the competency requirements for the position.

- Demonstrated experience using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and technology used to track student interactions and services.
- 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.

Preferred Qualifications

- Experience with federal and state reporting for Workforce programs.
- Experience in a college work environment.

TO APPLY:

Applications must be completed online and include the following attachments:

1. Cover letter addressed to the Screening Committee highlighting your ability to perform the responsibilities and competencies described in the job posting.
2. Current resume/CV showing all educational and professional experience which demonstrates how you meet the minimum and any preferred qualifications.

Top candidates will be notified directly to interview for this position. Selection will be based on the applicant's knowledge, skills, and abilities to perform the duties listed in this job posting as identified in the materials requested above. Applications with comments directing the reader to see attachments will be considered incomplete.

Veterans Preference

Applicants who meet the minimum qualifications and wishing to claim Veterans Preference should redact their personally identifiable information from a copy of their United States Department of Veterans Affairs honorable discharge documentation and email to lsemidei@spscc.edu with the job number for which they are applying in the subject line.

Condition of Employment

Employment with the college is contingent upon the successful completion of a comprehensive background check. Any adverse information will be considered on a case-by-case basis and does not automatically preclude a candidate from employment.

SPSCC is an Equal Opportunity Employer

South Puget Sound Community College (SPSCC) is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over age 40, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. The college complies with the Americans with Disabilities Act. Applicants needing accommodation in the application process in an alternative format may contact the Human Resources office at (360) 596-5500. The college is committed to enhancing the diversity of our faculty and staff, as well as our student population. We strongly encourage applicants to apply without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legal protected status. SPSCC is a drug-free workplace.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://spscc.edu/employment>

2011 Mottman Rd SW
Olympia, WA 98512
360-596-5546
360-596-5500

Position #2018-19--00145
WORKFORCE TRANSITIONS SPECIALIST - BFET
LS

jobline@spscc.edu

Workforce Transitions Specialist - BFET Supplemental Questionnaire

- * 1. Describe your experience working with someone different from you (culturally, racially, ethnically, sexually/genderly or religiously); what challenges did it create and how did it impact you professionally?

- * 2. Tell us about your life experiences with the Workforce Transitions target populations.

- * Required Question