

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER – WORK READINESS, BUSINESS & TECHNOLOGY
PAY GRADE: P-4
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Assist the dean in the coordination of activities with local business, industry, and community leaders along with college, regional, and state personnel to enhance Career and Technical education. Point of contact for local business community seeking to connect with students, graduates, and the college for recruiting, job readiness, internships and other workforce related initiatives. Develop community partnerships for job and internship placement. Develop and manage systems for collecting and distributing job and internship opportunities among students and graduates. Manage and provide support for Perkins Specialist and CIT Specialist as relates to Perkins Grant deliverables, work readiness initiatives, and industry certifications.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree in Business or related field required; Master's degree in Business or related field preferred.
2. Years of experience in the field: Two years' related experience required. Experience with employer engagement and career guidance with college students preferred.
3. Special skills or abilities related to the position: Strong leadership, communication, organizational, interpersonal and problem-solving skills are required.

ESSENTIAL JOB FUNCTIONS:

1. Develop, manage, and coordinate Perkins Grant/CLNA deliverables including industry certification, retention initiatives, stakeholder engagement including special populations and subpopulations, work-based learning, job placement, size, scope, and quality requirements.

ESSENTIAL JOB FUNCTIONS: (Continued)

1. Support BAS internship program by assisting students with placement, developing employer contacts, review and approve internship agreement forms, coordinate completion of affiliation agreements with local businesses, create effective communications for students and sponsor.
2. Collaborate A.S. co-op coordinator by coordinating local opportunities for students and assisting with placement as needed.
3. Manage the college's Career Services webpage and GradCast platform.
4. Assist with job placement initiatives for students and graduates.
5. Serve as the point of contact for employer inquiries regarding internships, job opportunities, campus connections, classroom presentations, etc.
6. Coordinate with Talent Center staff to ensure employers and students are informed of services available, and collaborate on career events and other work readiness projects
7. Soft Skills development initiatives including events, workshops, curriculum development in collaboration with Talent Center, local employers, faculty members, and other entities
8. Engage representatives from business, industry, education, and special populations (on and off campus) to develop strategies for recruitment, retention, work-based learning and work readiness among these student groups
9. Provide support and direction as needed for CIT Specialist in activities relevant to industry certifications including data collection and reporting, supporting student preparedness, state applications for new certifications, and testing center coordination.
10. Provide support and direction as needed for Perkins Specialist in analyzing student retention data for Business and Technology programs, collaborating with advisors and other relevant staff, and coordinating efforts to increase retention with emphasis on strategy development for special populations and subpopulations
11. Manage the workforce guarantee graduate program for A.S. programs.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.

PHYSICAL DEMANDS: (Continued)

- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

Auxiliary Demands:

- Ability to type accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to drive a college vehicle.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Dean of Business and Technology, Career and Technical Education