

Blackfeet Community College



Position Description

BNACTEP-STEM Career Center Placement Specialist

Closing Date	May 22, 2019 @ 3:00 PM
Salary	\$35,176.00 to \$37,856.00 Depending on experience
Department	Workforce Development, Native American Career & Technical Program
Personnel Definition	Career Center Placement Specialist, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • NACTEP Director
Supervision Exercised	None
General Statement of Duties	Under the direction of the Native American Career & Technical Education Program Director, this position is responsible for providing placement services, instructing Career Center Workshops as needed, and providing administrative support to accomplish the program and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> • Assist students in applying for jobs, internships, scholarships, trainings, college transfers, etc. • Maintaining the Career Center Calendar, schedule all events in Career Center. • Schedule visitations of representatives from other colleges and/or agencies as requests come in. • Instruct Career Center workshops as needed in job seeking, application procedures, resume writing, interview preparation and job retention skills that meets individual students, employer and local labor market needs. • Maintain NACTEP-STEM student files that will include information as required by the project goals and objectives for reporting purposes. • Implement computerized student data base system to track NACTEP-STEM students for reporting purposes and maintain tracking records in student files and keep up to date contact information. • Utilize JICS for student referral and student information as needed - Data Control and Confidentiality required. • Network with the employment agencies within the Blackfeet Reservation, other reservations and State of Montana, maintaining a community, state and federal employment referral network to assist students with job placement and other services and identify job entry skills needed for potential workshops. • Maintain the Career Center information board as it relates to job

	<p>announcements, internships, fellowships and scholarships on a weekly basis. Advertise job posting on the Facebook Career Center page.</p> <ul style="list-style-type: none"> • Explain the benefits and employment support services provided by MCIS to employers and attend community meetings to market Career Center as needed. • Researches newspapers, agencies, and other resources for job leads; locates jobs for participants who have successfully completed training programs; • Keep Internet resources updated on resource computers through researching on a monthly basis. • Assists employers and students in preparing job search portfolio on MCIS. • Assist with monthly grant expenditure meetings. Assist with grant budget planning yearly grant periods. • Assist with providing updated data for grant reporting and provide input on grant reports. • Provide advising assistance for NACTEP STEM students with degree/certificate programs. Track graduates and ensure application are submitted in a timely manner. • Plan and organizes the annual job/career fair and organizes the mini job fairs during the last semester. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Associate degree in Business Administration or related field required; Bachelor degree in Business Administration or related field preferred. • At least 2 years' experience providing job placement services. • At least 2 years' experience working with student files.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of course planners for advising students. • Knowledge of employment related informational resources. • Knowledge of organizing, coordinating, and planning required soft skill workshop presentations. • Knowledge of Blackfeet tribal, historical and cultural ways and means • Knowledge of Tribally Controlled Community Colleges <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Computer skills with a variety of software and hardware • Excellent motivation in a diverse and non-traditional environment. • Strong interpersonal skills • Organizational and analytical skills <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to make effective decisions and accomplish goals and objectives with limited supervision. • Ability to work with students in a class setting • Ability to develop and maintain positive relationships with BCC students, staff and community • Ability to do moderate lifting
Complexity	<p>This person is required to have an extensive knowledge of the principles, techniques and ethics of the work environment, particularly with Native Americans and adult and higher education. The person needs to have working</p>

	knowledge of research techniques and how to develop curriculum.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct day-to-day business operations.
Physical Demands	Work is performed in a normal office/classroom environment, with normal demands of office/classroom work applicable. Walking, standing, and sitting at a desk are required. Some lifting will be required, i.e., books, equipment and other materials. The noise level in the work environment is usually quiet.
Guidelines	The incumbent will be guided by: <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.