VACANCY ANNOUNCEMENT

Career Connections Coordinator

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Career Connections Coordinator. This is a grant funded position and is being advertised as a 10-month, full-time, temporary position. There is potential for continuation of position beyond June 30, 2021, contingent upon renewal of the grant.

Duties and Responsibilities

This position is designed to meet the needs of connecting Helena College students and Montana industry. The person assigned to this position will report to the Executive Director of Career and Technical Education. The primary goals of this position will be to accomplish the following:

▪ Work closely with the Montana Pathways Coordinator to expand dual credit activities in CTE and host activities that connect secondary to postsecondary activities in CTE.
▪ Advise students during the first semester of their program to get them connected to an employer.
▪ Establish and/or support internships/apprenticeships with industry partners to connect students to work-based learning opportunities.
▪ Offer activities to prepare students for the workforce.
▪ Offer activities to prepare special populations for employment in CTE.

In order to meet these objectives, the Career Connections Coordinator will be responsible for the following:

▪ Meet with ALL CTE students after initial advising to discuss career planning and then conduct follow up meeting.
▪ Meet with employers to set up internship and apprenticeship opportunities for students based on advising sessions.
▪ Hold career fairs on both campuses in the spring.
▪ Work with K-12 Partnerships Director to coordinate activities that introduce grade school, high school, and dual credit CTE students to possible careers and employers.
▪ Conduct workshops with students to promote success in obtaining careers (interview skills, resume workshops, etc.)
**Minimum Qualifications:**
The employee assigned to this position should possess, at a minimum, a bachelor’s degree in a related field, as well as at least five years of professional experience working with a career or technical education position requiring the use of labor market information, or any combination of experience and education that would provide the competencies necessary to successfully discharge the duties assigned to this position.

- Possess a working knowledge of local and state industry, and current labor market demand.
- Excellent communication skills are necessary
- Ability to work productively and professionally with a diverse student population
- Skills and abilities necessary to work with basic office equipment and commonly used computer software.
- Highly developed interpersonal communication skills.
- Exceptional problem solving capabilities.

**Benefit and Salary Information:**
19.39 per hour. This is a grant funded position and is being advertised as a 10-month, full-time, temporary position. There is potential for continuation of position beyond June 30, 2021, contingent upon renewal of the grant.
Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting: [https://choices.mus.edu/employees.asp](https://choices.mus.edu/employees.asp)

**Application Procedures:**
Please email your cover letter, resume and references to: hchumanresources@helenacollege.edu. Incomplete applications may not be considered.

**Deadline to Apply:**
This position is open until filled, the first review will be on Sunday, September 13, 2020 at 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.
Criminal Background Investigation is required prior to Offer of Employment
In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran’s Preference
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law. Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: First Name: Middle Initial:

Gender: □ Male □ Female

Race/National Origin:
□ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

□ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

□ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

□ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

□ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
□ No Military Service
Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

- Newspaper
- Job Service
- Referral
- Posting
- Web
- Career Fair
- Other: