



**C**ollege of  
**M**enominee  
**N**ation  
KESHENA • GREEN BAY

Position Title: <b>TechHire Coordinator</b>	Reports to: <b>Dean of Letters and Science</b>
Department: <b>Letters &amp; Science</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligibility: <b>Yes, Full Time Benefits</b>
SOC Code: <b>21-1012</b>	Last Updated:
Home Campus: <b>Green Bay/Oneida Campus</b>	Pay Grade: GB/O Hourly - Grade 11 (\$18.72-\$23.40)
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: 2 <sup>nd</sup> Posting-Open Until Filled

**Position Summary:** Under the supervision of the TechHire Workforce Development Director, the TechHire Coordinator is responsible for working with program participants to ensure progress toward training and employment goals. Coordinates assigned activities based on the Individual Advancement Plan. Conducts program recruitment, pre-enrollment assessment, orientation and other employment-focused activities.

**Position Responsibilities & Duties:**

- Recruits and enrolls eligible participants for the TechHire program.
- Matches participants' training, skill level and experience with available job opportunities.
- Provides career counseling and performs follow-up and retention activities with participants during all program phases (internship, unsubsidized employment and retention).
- Maintains current knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
- Documents participants' progress toward meeting the objectives of their Individual Advancement Plans.
- Conducts career exploration sessions designed to assist program participants in exploring Technology career pathways.
- Acts as a liaison between Job Center partners and other program personnel to coordinate the leveraging of available resources and employment information.
- Assists with identifying and resolving participant and employer needs, requests, special issues, and complaints; communicates those concerns to appropriate parties.
- Organizes on-site employer recruitments for Technology careers.
- May provide Instruction and tutoring in Math and Logic.
- Establishes relationships for alliances with the Businesses and other Workforce Development partners to promote the TechHire initiative's workforce development objectives.
- Attends meetings, conferences and workshops as assigned, performs special projects and other related duties as needed.
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A, BS degree in Business, Planning, or Management
- Three years of work experience in one or a combination of the following: recruitment, workforce development and technology related training.

- 3. Demonstrated ability to monitor/document participant progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of workforce development program policies.
- 4. Professional ability to aid participants in making and carrying out vocational/educational objectives and maintain and utilize participants' confidential information to assist them in the referral and placement process.
- 5. Ability to recognize risks indicators, such as AODA, domestic abuse, developmental disabilities, or suspected child abuse.
- 6. Knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
- 7. Ability to teach or tutor in math or logical reasoning.
- 8. Ability to conduct individual and group sessions, academic instruction, job readiness, vocational counseling and basic budgeting and personal finance.
- 9. Must possess awareness, knowledge and sensitivity to socioeconomic and cultural diverse backgrounds of the target populations served.
- 10. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
- 11. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (version 2007 or higher), including Word, Excel, Outlook, etc.

**Desired Qualification:**

- Master's degree desired
- Background in student advising
- 2 years experience in planning/coordinating non-credit workshops or training sessions

**Reporting to this Position:** NA

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office Functions - Frequently
- Exposure to office/class room environment - Frequently
- Exposure to shop or maintenance environment - Never

**APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application (available under job opportunities at [www.menominee.edu/Faculty\\_Staff.aspx?id=655](http://www.menominee.edu/Faculty_Staff.aspx?id=655))
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference

- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status if applicable
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation  
Human Resources  
P.O. Box 1179  
Keshena, WI 54135.

And online application is also available at: [www.menominee.edu/Faculty\\_Staff.aspx?id=655](http://www.menominee.edu/Faculty_Staff.aspx?id=655)

Posting closes at 4:00 PM Thursday, March 23, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**

*The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*