

The Cooper Union for the Advancement of Science and Art, a four-year college with professional schools of art, architecture and engineering, in concert with the Bnai Zion Foundation, is seeking a Job Developer for a community outreach program that assists in the retraining and placing of immigrant engineers. Begun in 1991 in response to the influx of trained Russian engineers from the former Republics of the Soviet Union into the United States, the program seeks to enable new Americans to become self-sufficient and productive citizens in their new found home. Today, the program has expanded the population that it serves, and now enrolls engineers from a vast array of countries. Through market-oriented courses and career-oriented workshops, the program provides participants with both the technical knowledge and business acumen they need to secure meaningful employment, while also providing them with direct job placement assistance.

Job Description:

- Establish contact and build working relationships with area employers;
- Locate appropriate employment opportunities for students through telephone contact, on-site visits, Internet and direct correspondence with potential employers;
- Attend local job fairs and respond to job advertisements posted by local businesses;
- Conduct direct job placement in coordination with students and employer;
- Monitor post placement retention;
- Assess students' ongoing employment needs, including opportunities for job upgrades;
- Build strong employer relationships to generate new and repeat job orders for referrals.

Other Responsibilities:

- Monitor number and type of placements to ensure goals are on track;
- Share employer information as necessary, to ensure a wide range of jobs are available at all times;
- Maintain students' employment file documentation in accordance with grant and contractual requirements;
- Maintain students' information in the database;
- Maintain employment section of all student case files as required;
- Other duties as assigned.

Qualifications:

- Minimum associate's degree, bachelor's degree preferred;
- Knowledge of engineering-related fields;
- Background in one or more of the following:
 - Job Development
 - Human Resources
 - Public Affairs/Public Relations
 - Corporate Relations
 - Business Development for Career Placement
- Computer literate;

- Accuracy in data entry skills, organization and good attention to detail;
- Ability to meet goals set forth by funders;
- Experience working (or motivation to work) with students of diverse backgrounds.

Please note, this position is for a one-year contract employee, subject to renewal. Salary is competitive and commensurate to experience.

To apply: Send a cover letter and resume to : CooperUnionJobDeveloper@gmail.com. No phone calls or visits, please.