Job Title: Career Transactions Facilitator

JOB SUMMARY
The Career Transactions Facilitator instructs students in skilled or basic vocational areas at a technical college and provides job placement services.

MAJOR DUTIES
Instructs clients in skilled or basic vocational areas;
Develops and updates materials for customized training as needed or requested by the Department of Family and Children Services (DFACS);
Provides job placement services to applicants on an ongoing basis, including developing a work search plan, job matching and referral services with follow-up to employer and applicant, providing on-going labor market information, performing job development;
Assists in grant proposal preparation;
Assists in conducting and/or coordinating school activities;
Assists in planning and conducting seminars to include group discussion, individual conferences, guests speakers;
Conducts and prepares client assessment evaluation for the Department of Family and Children Services (DFACS);
Performs data entry for website and technical college database.

COMPETENCIES
Written and oral communication skills
Decision making and problem solving skills
Skill in the operation of computers and job related software programs
Skill in interpersonal relations and in dealing with the public
Ability to work independently with minimal supervision

MINIMUM QUALIFICATIONS
A bachelor’s degree from an accredited college or university *and* Two (2) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS
Preferred qualifications may vary from location to location.