JOB DESCRIPTION

TITLE: Career Readiness Specialist for Achieve (Learning Differences) Program
DEPARTMENT: Academic Affairs
REPORTS TO: Director of Achieve Program
SUPERVISES: None
STATUS: Non-Exempt
CLASSIFICATION: Non-Contract Staff
F.T.E: Part Time (per semester)
DATE REVIEWED/APPROVED: March 1, 2019

Mission Statement: “Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”

Villa Maria College Core Values: “Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”

POSITION SUMMARY:
Under the daily direction of the Director of the Achieve (Learning Differences) program, the Career Readiness Specialist will, create the Career Readiness Program which provides job readiness training in areas of: soft & hard skills, executive functioning, phone & email etiquette, goal-setting, self-presentation, employment adaptation, troubleshooting conflicts and other work related issues through individual and group career readiness skills training to students with documented learning disabilities, ADHD, and/or Autism in the Achieve program, and assist students in improving their soft & hard skills, understanding of job readiness, and supervision of on-campus internships. Other assistance will include: providing instruction and support in the use of adaptive technology and equipment and how this applies to a work experience, helping students with time management and organization, assisting students writing cover letters & resumes, job interview preparation, working on communication skills and all that apply to promoting successful employment behaviors. The Career Readiness Specialist will be expected to meet regularly with Achieve students in order to assist them in meeting the goals outlined in their individual career readiness plans. The Career Readiness Specialist is made possible in part by a grant from the Children’s Guild Foundation.
ESSENTIAL RESPONSIBILITIES:
• Develop a robust Career Readiness Program for Achieve students;
• Collaborate with target departments for on-campus supervised internships;
• Develop education resources for career readiness as pertains to students with ASD;
• Attend Landmark College’s Summer Institute June 29-July 1, 2020;
• Schedule student’s internship coupled with weekly debriefing session;
• Greet and interact with students professionally and enthusiastically;
• Maintain communications with the Director of the Achieve program;
• Collaborate with the Director of Career Services;
• Encourage students and help them develop self-confidence;
• Implement career interest survey for each participant and develop individual plan;
• Evaluate students’ progress in order to see where improvements can be made;
• Attend trainings provided by the College on working with students with learning differences;
• Take on additional responsibilities as assigned by Director of the Achieve program;
• Discuss daily concerns with the Director of the Achieve program;
• Support the philosophy and objectives of the College;
• Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:
• Bachelor’s Degree (minimum qualification);
• Experience with career readiness training (preferred);
• Master’s Degree or working toward Master’s degree (preferred qualification);
• Previous experience working with students (experience working with students with learning differences and ASD is preferred);
• Cumulative GPA of 3.0 and excelling grades in subjects of expertise;
• Microsoft Office (Word, Excel, Power point) knowledge necessary;
• Knowledge of industry software to cover disciplines taught at VMC when applicable;
• Excellent communication and relationship building skills.
• Self-starter, takes initiative with positive and enthusiastic attitude.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

ESSENTIAL FUNCTIONS:
• Professional office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VILLA MARIA COLLEGE NON-DISCRIMINATION STATEMENT:

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

When an application and CV/Resume are received, our search committee will review and consider all applicants based on the qualifications of the position. You will be contacted by a member of the search committee if you are selected for an interview. Thank you for your interest in working at Villa Maria College.