



Position Title: Career and Placement Coordinator	Reports to: Retention Director
Department: Academic Affairs	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 21-1012	Last Updated: December 2, 2020
Home Campus: Keshena Campus	Posting Status: First Posting – Enrolled Menominee Only
Grant Funded: Partially Grant Funded	Application Deadline: September 20, 2021 at 4:00 PM

Position Summary: The purpose of this position is to coordinate the career decision making and job placement activities for CMN students. The Coordinator will be responsible for coordination of the job placement activities and data collection, assist with case management, and serve as primary contact for CMN students.

Position Responsibilities & Duties:

- Coordinate all activities related to CMN students interested in enrolling in the technical or job skills programs.
- Research, coordinate placement, and conduct follow-up of apprenticeship arrangements for all CMN students.
- Give a career assessment inventory and develop an individualized career plan and map out the steps to completion of goal with each student. Meet with each student and update each semester.
- Provide academic and career advisement to students. Make students aware of individual skill levels in math, reading and writing. In addition, make sure students are aware of college and community resources available to improve academic skills. Monitor student participation in academic skill building activities.
- Develop and present a regular schedule of workshops to CMN students in career decision-making skills, job search skills, interviewing, resume writing, and job keeping skills.
- Develop and place students in work-related experiences: internships, cooperative education, school-based enterprises (such as temporary job pool of office assistants), entrepreneurship, community service learning, and job shadowing that are related to CMN's academic, career and technical education programs.
- Provide career guidance and academic counseling for students participating in academic programs.
- Organize internship opportunities, develop and oversee activities to promote internships with students (job shadowing).
- Serve as placement coordinator and maintain regional job opening files.
- Organize activities that promote workforce awareness (i.e. local job fairs, employer campus visits, field trips to businesses).
- Provide advising to special populations participants in understanding the options available to them. Make referrals to appropriate agencies service special population students.
- 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.

- Bachelor's degree in Educational Psychology, Counseling/Rehabilitation, or related field;
- Six months to two years of similar or related experience;
- Credentialing or other work experience may be considered;
- Possess the ability to facilitate transitions and counsel students toward the realization of their full educational and vocational potential;

- Have previous experience working with individuals with physical and/or learning disabilities;
- Possess and demonstrate exemplary counseling and communication skills;
- Have the ability to understand and promote student development and achievement;
- Possess the ability to develop, collect, analyze and interpret data;
- Have the ability to recognize, appreciate, and serve cultural differences and the special needs of students and families;
- Demonstrate appropriate ethical behavior and professional conduct in the fulfillment of roles and responsibilities;
- Possess knowledge of career assessment inventories, job search skills, and student work-related experiences;
- Possess knowledge of the local job market and workforce trends;
- Possess high level communication and collaboration skills.

Desired Qualification:

- Master's degree in Educational Psychology, Counseling/Rehabilitation, or related field.

Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

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 - Occasionally

Tools & Equipment Used: General office equipment

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- 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
- 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

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: hr@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

Posting closes at September 20, 2021 at 4:00 PM

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

EOE/MITW 82-10