

**POSITION:**      **Health e-Workforce Consortium Student Navigator**

**Classified or Exempt:** Exempt, 0.5 position grant funded through September, 30, 2015

**Salary:** \$26,000 Annually (.5 of \$52,000 base)

**Position Summary:** The primary roles of the Health e-Workforce Consortium Student Navigator include implementing student outreach and recruitment and assisting students into employment.

**ESSENTIAL FUNCTIONS:**

***Direct Services to Students***

The Navigator will be responsible for the design and implementation of student recruitment strategies (including efforts to recruit military veterans and TAA-eligible students) and assisting students into employment. Typical duties include:

- Promote awareness of health IT training programs among veteran groups, TAA-eligible populations, and others.
- In concert with Program Manager, develop a strategic student recruitment plan.
- Offer on-campus office hours for individual student check-ins and regular meetings with groups or student cohorts.
- Create career development tools and resources for students
- Refer students to on- and off-campus services and resources as appropriate.
- Provide a full suite of career development services: career development planning, identification of prospective employers, resume and cover letter development, and creation of an effective social media presence
- Provide workshops on job search topics
- In concert with the employment specialist, work with employers to develop internship opportunities for students/graduates and establish relationships that enhance employment for students

***Consortium Membership***

- Prepare for and participate in Consortium meetings & virtual community
- Document and share best practices
- Document each student touch-point, maintain accurate Consortium-mandated records, and generate scheduled reports on time.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree
- Experience in employee recruitment or adult career services
- Experience in higher education, counseling, or transitional services for adults
- Experience working with individuals from diverse backgrounds
- Proficiency with web communication tools and Microsoft Office Suite
- Military veteran OR experience providing transition/employment services to veterans

**SPECIFIC POSITION REQUIREMENTS:**

- Ability to travel in Washington, possibly overnight, infrequently
- Valid driver's license and reliable vehicle for reimbursable local travel
- Willingness to work some evenings and early mornings

**DESIRED QUALIFICATIONS:**

- Experience working on grant-funded projects

**CORE COMPETENCIES:**

**Communication:** Ability to establish and maintain effective communication and working relationships with very diverse and multicultural students, faculty, and staff.

**Customer Focus/Service:** Build and maintain internal and external customer satisfaction. Listen attentively, identify issues, provide options, fulfill services, and/or exercise knowledge of policies and procedures to assist others and/or answer questions.

**Inclusiveness and Relationship Building:** Actively contribute to a work environment that embraces diversity and diverse perspectives to enhance the attainment of organizational goals. Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard.

**Managing Workloads:** Ability to coordinate and implement short and long-range plans to meet program needs.

**MS Office Suite:** Understanding and using Outlook, Word, and Excel

**Social Media:** Experience using social media tools for employment and career development

**Multi-task:** Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.

**Organization:** With the Program Manager, and Consortium members, define and execute navigational services. Plan milestones and outcomes. Review Navigator's responsibilities regularly to help ensure successful grant completion on time and on budget. Maintain and adhere to a daily Outlook calendar, and record activity for grant audit purposes.

**Tact & Diplomacy:** Respond to difficult, stressful or sensitive interpersonal situations in ways that reduce or minimize potential conflict and maintain good working relationships among internal and external customers. Use appropriate behaviors and language in dealing with people in the workplace.

No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color religion, sex, national origin, age, disability, or political affiliation or belief. Participation in programs and activities or receiving funds under this Title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.