

**MCAM Foundational Skills Trainer - 24-28 Hours wk/
Training Solutions**

Job Duties:

- Set-up and maintain the M-CAM Edmentum software for foundational skills.
- Instruct and oversee students using the Edmentum modules. Answer questions, trouble shoot issues and track module completion.
- Work with M-CAM manager and foundational skills team at GRCC and through M-CAM consortium to align work per the grant outcomes.
- Work with M-CAM coaches to build training plans and aids for students with foundational skill needs.
- Participate in foundational skills development work at the M-TEC, to contextualize foundational skills into the technical training, focused in manufacturing programs.
- Coordinate with M-TEC and M-CAM teams the fast track skills lab and NCRC testing.
- Other duties related to foundational skills training assigned by MCAM Program Manager.

Requirements:

- Bachelor's Degree with at least 3-5 years' experience in education and/or manufacturing. Masters Preferred.
- Prefer National Career Readiness Certificate (NCRC) at a gold level or higher
- Experience with working with Adult Learners preferred.
- Proven work experience with curriculum/program development.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated ability to maintain positive interpersonal relationships and to effectively work as a member of a team.

Human Resources

EXTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Date: September 3, 2014
 Title: **Job Developer – MI Coalition for Advanced Manufacturing Grant (MCAM)**
 Position number: 564
 Work Schedule: 40 hours/52 weeks, flexible
 Grant-funded position through 9/30/2016
 Compensation: Meet and Confer: \$36,551 per year
 Reports to: Program Manager, MCAM Grant
 Posting Closes: September 18, 2014

Summary

The Job Developer is responsible for promoting GRCC program participants to the employer community and liaising with employers to obtain job leads and to identify jobs. This includes working closely with the educational training specialists to ensure positions reflect participants' needs, abilities, and employment goals. As well, the Job Developer will support and monitor clients in the initial stages of employment and maintain relations with employers. The Job Developer is expected to keep up with changes in the field, have current knowledge of the west Michigan job marketing and, together with their colleagues, develop and maintain innovative career programming that achieves the highest standards in employment practices.

Essential Job Functions

- Initiate, develop and maintain on-going personal contacts with a variety of business and industry representatives and job placement/training agencies for the purpose of finding people gainful employment and advancement opportunities.
- Coordinate and conduct marketing and outreach activities to community agencies, organizations and employers with the goal of getting participants jobs.
- Make "cold" calls to potential employers to explain the benefits and employment support services provided by programs(s) to employers, including addressing employer's employment skill needs.
- Assists participants in assessing their job skills for positions; instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes.
- Researches internet, newspapers, agencies and other resources for job leads, locates jobs for participants who have successfully completed educational programs.
- Collect data from employers related to job orders, including job requirements and skills; match job skills with applicant qualifications; refer qualified applicants to employers and conduct necessary follow-up when applicants are placed in positions.
- Assure monitoring and documentation of each person's progress by developing and maintaining tracking and progress reports in a professional and timely manner as it pertains to the person's employment, individuals plan goals.
- Remain current on west Michigan labor market trends and most effective job search strategies, techniques and monitoring marketplace trends.
- Maintaining and updating employer database, employer and participant tracking system.
- Undertaking other duties as assigned.

Marginal, Non-essential Job Functions

- Provide training and student employment performance feedback to educational training specialists, faculty, MCAM staff and program participants.

Job Specifications

Education and Experience

- Bachelor's degree with 1-3 years of experience in one of the following areas: Manufacturing, Business, Education, and/or Workforce Development.
- Prefer National Career Readiness Certificate (NCRC) at a silver level or higher.
- Prior recruitment staffing agency, employment counseling, or job development experience.
- Knowledge of the demand-driven approach to employment services, job development strategies and labor market trends in a range of occupational fields (professional, skilled, and industrial).
- Ability to outreach, network, and market participants and programs.
- Ability to motivate participants toward full-time employment.
- Ability to motivate placed participants toward the retention of employment.
- Ability to assess participants' skill sets and motivation.

Mental Demands

- Strong interpersonal and communication skills. The ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Excellent problem-solving and organizational skills.
- Demonstrated ability to maintain positive interpersonal relationships and to effectively work as a member of a team.
- Proficient in using Microsoft Office.

Physical Demands

- Ability to drive or travel to employer locations and local community partner locations is required.

Method of Application

Grand Rapids Community College is only accepting online applications for this position. To apply for this position, please visit our website at <http://www.grcc.edu/jobs> Submit a cover letter and resume in one document. The opportunity to apply for this position will close on **September 18, 2014 at 11:59 PM**. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

Grand Rapids Community College is committed to a diverse and inclusive work and learning environment. GRCC creates an including learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by stated and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

**MCAM Data Tech - 24-28 Hours wk/
Training Solutions**

Job Duties:

- Input data into various databases, enterprise systems and spreadsheets for MCAM, Kellogg Grant, Michigan Pathways to Credentials.
- Produce weekly, monthly and quarterly reports based on grant needs.
- **Maintain accurate digital and physical records of all M-CAM participants (600+) in accordance with GRCC and Department of Labor requirements.**
- Contact participants, schedule appointments as directed to gather participant data.
- General customer service duties via phone and in-person with GRCC students, MTEC customers and Training Solutions customers. Answering phones, responding to e-mails and faxes in a timely, courteous manner.
- **Assist with Management of GRCC's web-based Handshake employment system including managing student and employer activities.**
- Assist with building mailing lists and helping with technical set-up for mailings, e-mails and client management system.
- **Assist with management of GRCC's Mobile Manufacturing Lab, including activities such as scheduling events, assisting with customer service during events, arranging maintenance, and billing/invoicing.**
- Assist with documenting processes and technical materials as directed.
- Assist with creating static web pages in Drupal for Workforce Training
- Other duties as assigned by the Director of Workforce Training.

Requirements:

- Associates degree preferred, high school diploma or equivalent required.
- Proficient using Microsoft office software (Excel, Word)
- **Experience managing detailed digital and physical files and records.**
- Must enjoy technology and the ability to figure out what actions can be moved from a people centric focus to a technology gathering focus.
- Previous customer service experience.
- Must be able to represent the College in a professional manner and reflect its mission and Raider values.
- Must be able to work under pressure, possess mature judgment, and be flexible with regards to interruptions.
- Must possess oral, written and interpersonal skills appropriate to an institution of higher education.

Human Resources

EXTERNAL POSITION OPEN

Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.

Date: February 28, 2014
 Title: Educational Training Specialist,
 MI Coalition for Advanced Manufacturing (MCAM) Grant
(Two positions to be filled)
 Position Number: 526
 Hours: 40 hours/52 weeks
 (Position begins 4/14/2014, Temporary through 9/30/2016)
 Salary: Meet & Confer, Level 11
 Starting salary: \$36,551
 Posted through: March 14, 2014

Summary

This position serves as a vital link for program participants to link to education and training activities that will lead to sustainable employment focused in the manufacturing sector. This position will interact with community agencies and employers to ensure participants understand the knowledge, skills, and abilities necessary for their career choices.

Essential Job Functions

- Provide educational information and opportunities to MI Coalition for Advanced Manufacturing (MCAM) Grant participants and Manufacturing students and grant participants.
- Provide formal learning opportunities, which includes but is not limited to:
 - The development of a customized adult learning plan for each participant
 - A determination of participant's career guidance and job readiness suitability for the type of training needed
 - Conduct intake and assessments to determine participant's referral to programs.
- Provide career coach and case management services, including:
 - Assist with individual assessments as defined by grant team.
 - Collaborate with partners to help identify and address learning barriers.
 - Collaborate with partners to bring career coaching services to the community and partner organizations.
 - Providing counseling/advocacy
 - Providing exit assessments for the purpose of referral to appropriate agencies or departments
 - Administering participant support services system
 - Document and maintain individual participant and grant files.
 - Develop employment leads/placements with grant partners
 - Re-engaging clients who may be approaching noncompliance status
 - Maintaining participant reporting/reconciliation
 - Monitoring overall participant performance in education and training programs
 - Monitoring/coordinating follow-up with education and training retention participants on at least a monthly basis
 - Coordinate and monitor participant attendance with instructors and data entry staff
 - Attend meetings as required.
 - Administer system designed to track grant participants who have been referred from other agencies
 - Process new referrals.

- Provide monitoring/follow-up of participants by obtaining employment verifications and attendance reports.
- Maintain student attendance logs.
- Prepare client case records at case opening and closing
- Other Duties as assigned.

Marginal (Non-Essential) Job Functions

- Assist enroll participants in GRCC or vocational/occupational training/education.
- Facilitate group work in workshop and small group formats.
- Coordinate the retrieval of information from the system for faculty, staff and students.
- Conduct WorkKeys and other assessments to prepare participants for National Career Readiness Certificates and national certification exams.

Job Specifications

Education and Certifications:

- Bachelor's degree or higher. Preferred degree in counseling or social work, and or licensed as an LLP, LPC or MSW.
- Prefer National Career Readiness Certificate (NCRC) at a silver level or higher.

Experience:

- Prefer someone with some experience in the manufacturing sector.
- Prefer some proven work experience as a career coach or advisor serving adults with diverse backgrounds and barriers.

Mental Demands:

- Computer skills using common office software, and Internet.
- Proven communication and organizational skills that contribute to a quality work environment as part of a team.
- Ability to work cooperatively and harmoniously with program and college staff, students, and community..
- Demonstrated ability in working in a cross-functional team and a collaborative learning centered environment.
- Ability to organize work, handle multiple tasks, and meet timelines in a multi-project environment
- Must be self motivated with the ability to work independently with minimal supervision.
- High level of energy, enthusiasm and the ability to be innovative and creative
- Excellent organizational and problem solving abilities, and good reasoning skills.
- Proven initiative and ability to follow through on multiple projects in a timely manner.

Physical Demands:

- Candidates must have a valid driver's license and be able to provide their own transportation to meetings in the State of Michigan.

Round 1 interview candidates will be required to take the ACT Workkeys Talent and ACT Workkeys Fit Assessment.

METHOD OF APPLICATION

To apply for this position, please visit our website at www.grcc.edu/jobs. Grand Rapids Community College is only accepting online applications for this position. Submit a cover letter and resume. The opportunity to apply for this position will close on March 14, 2014 at 11:59 PM. Individuals with diverse backgrounds are encouraged to apply.

Grand Rapids Community College is an Equal Opportunity Employer, committed to a diverse and inclusive work and learning environment. GRCC creates an including learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities

regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by stated and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

Human Resources

INTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Date:	January 31, 2014
Title:	Program Manager – MI Coalition for Advanced Manufacturing Grant (MCAM)
Position number:	527
Hours:	40 hours/52 weeks
	Position begins 2/17/2014, Temporary through 9/30/2016
Position:	Meet & Confer, Level 14, \$52,522
Reports to:	Director, Workforce Training & Tassell M-TEC
Posted through:	February 7, 2014

Summary

This position is responsible for successfully administering and ensuring compliance with the required outcomes of the Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant Program as part of the Michigan Coalition for Advanced Manufacturing (MCAM). This position serves as a liaison with the other coalition colleges, employers, community partners and internal college teams.

Essential Job Functions

- Provide management and oversight of the U.S. Department of Labor TAACCT MCAM grant activities
- Perform budget control officer (BCO) duties for the grant, budget monitoring, expense tracking, purchasing, payroll review and budget modifications
- Provide administrative oversight and direct supervision of grant project staff
- Monitor grant account tracking, purchasing activity, budget modifications, and payroll to ensure compliance with grants and College rules.
- Work collaboratively with coalition partners, community organizations and internal college faculty and staff to identify roles and assure clear communication, cooperation and accomplishment of grant goals (outcomes)
- Establish internal systems to facilitate the day-to-day work and create accountability
- Prepare reports internally and for the Department of Labor and Coalition Colleges:
 - Monthly to track day-to-day operations
 - Quarterly to track progress on goals/objectives with attention to successes, barriers and corrective action
 - Yearly to summarize goals, objectives and activities
- Train and equip new and ongoing staff on policy and procedures and provide for staff evaluations
- Respond to customer inquiries and complaints
- Other duties as assigned

Marginal (Non-Essential Job Functions)

- Serve as a liaison with College faculty and staff to ensure connection to College Action Projects that relate to the grant outcomes
- In collaboration with staff, provide periodic reviews of internal systems to assure accurate and timely work
- Prepare for and participate in multiple yearly GRCC, State, and Federal audits and monitor visits

Job Specifications

Education and Experience:

- Bachelor's Degree with at least 3-5 years' experience in business, education and/or manufacturing. Masters Preferred.
- Prefer National Career Readiness Certificate (NCRC) at a gold level or higher.
- Manufacturing and education experience preferred.
- Experience working with State and/or Federal grants.
- Proven work experience in program planning, implementation and oversight

Mental Demands:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated ability to maintain positive interpersonal relationships and to effectively work as a member of a team.
- Proven project management and administrative skills.
- Proven communication and organizational skills that relate to customer/employee management
- Proven work experience in development of internal processes and procedures
- Ability to communicate effectively, both orally and in writing.
- Knowledge and understanding of higher education organizational structures, policies and procedures preferred
- Demonstrated proficiency in Microsoft Office, experience with PeopleSoft and/or Department of Labor Reporting Data systems desirable.

Physical Demands:

- Ability to drive or travel to coalition partner sites, employer locations, and local community partners is required. Attend state and national conferences is desired.

Round 1 interview candidates will be required to take the ACT Workkeys Talent and Act Workkeys Fit Assessment.

METHOD OF APPLICATION

To apply for this position, please visit our website at www.grcc.edu/jobs. Grand Rapids Community College is only accepting online applications for this position. Submit a cover letter and resume. The opportunity to apply for this position will close on February 7, 2014. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

GRAND RAPIDS COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Grand Rapids Community College is committed to a diverse and inclusive work and learning environment. GRCC creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

VISION

As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

MISSION

GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.



143 Bostwick Avenue, NE
Grand Rapids, MI
(616) 234-4000

grcc.edu

ENDS

In all instances, the work to achieve these Ends will reflect our core values.

ACCESS

GRCC minimizes the barriers of time, place, cost, and educational preparation levels so that all members of the community have an opportunity to participate in college programs.

ACADEMIC ALIGNMENT

GRCC collaborates closely with other educational providers to provide a seamless transition across all educational sectors.

STUDENT SUCCESS

GRCC students achieve their educational goals.

WORKFORCE DEVELOPMENT

GRCC students are prepared to secure employment in all sectors of the economy.

THE GRCC EXPERIENCE

GRCC provides students with co-curricular experiences that help them develop their citizenship skills.

COMMUNITY OUTREACH

GRCC enriches the community through educational and civic programming and partnerships.



Stitch together a new career in the growing
field of

Industrial Sewing



HELP WANTED!

Industrial Sewing Certificate Program Contract Trainer

Requirements:

- Industrial Sewing experience - A minimum of 3 years in the industrial sewing sector. (We will consider fashion sewing, tailors, and experience sewing at home for piece work).
- Training/Teaching experience (adult training experience preferred).

Preferred:

- Associate's degree (will consider work experience)
- Manufacturing experience
- National Career Readiness Certificate
- Ability to work a flexible schedule

Interested applicants should send a brief letter outlining their experience and a resume to:
Erica Brown, ebrown@grcc.edu or by mail to

Erica Brown, M-CAM Program Manager
GRCC Leslie Tassell M-TEC
622 Godfrey Ave S.W.
Grand Rapids, MI 49503

Grand Rapids Community College is an equal opportunity employer.

GRCC is committed to a diverse and inclusive work and learning environment. GRCC creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex, sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admission to, access to, treatment in, or compensation in employment as required by state and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Ave NE. Grand Rapids, MI 49503-3295

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

The eight community colleges and M-CAM is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users please call 1-877-878-8464 or visit www.michigan.gov/mdcr.

This work is licensed under a Creative Commons Attribution 4.0 International License.

[HTTPS://creativecommons.org/licenses/by/4.0/](https://creativecommons.org/licenses/by/4.0/)

