

Posting Preview

Posting Details

Posting Number: 0000673

Job Title: M-CAM Career Coach

Employee Group: Classified-Grant

Salary: \$18.95/hour

Position Type: Staff

Department: Occupational Programs

Job Summary/Basic Function: Assist the Associate Dean of Occupational Programs in the implementation and completion of all grant deliverables associated with the M-CAM (Michigan Coalition for Advanced Manufacturing) TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant program. Coordinate employer and grant participant programs, resources and services relative to the grant.

Minimum Qualifications:

1. Bachelor's Degree in Human Resources Management, Public Relations, Business Administration or a closely related field.
2. Three (3) years of customer services, Human Resources or office experience.
3. Career Services or comparable experience in a business setting.
4. Experience in job development and employer relations activities.
5. Ability to relate well with diverse segments of business, industry, and education.
6. Working knowledge of computer systems with experience in: Outlook, Word, Excel, and Internet Explorer.
7. Excellent oral, written and interpersonal communications skills, including the ability to explain technical concepts in non-technical terms.
8. Ability to work effectively in a fast-paced, highly dynamic, team environment.
9. Confident in managing multiple simultaneous initiatives with minimal supervision
10. Excellent customer service and support oriented-approaches to interaction are required.

Position Number:

Preferred Qualifications:

1. Prior responsibility for grant deliverables and ability to demonstrate achievement of grant projected outcomes.
2. Career Development Facilitator (CDF) Certificate.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply

concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Requirements:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk or hear, sit and use hands to finger, handle or feel. The employee is occasionally required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. Specific vision abilities required by this job include close, distance, depth perception, color, and peripheral vision.

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.

The noise level in the work environment is usually moderate.

Work Hours:

Part-time Position: 20 hours/week, 52 weeks/year.

Flexible Scheduling: Evenings and weekends may be required.

Duties may require travel between campuses and to off-campus locations.

Posting Date:

12-08-2014

Closing Date:

Open Until Filled

FTE:

.5

Special Instructions to Applicants:

A current cover letter, resume and unofficial transcript will be required at the end of the application process.

This is a grant funded position. Grant funding ends September 30, 2017.

Posting Preview

Posting Details

Posting Number:	0000682
Job Title:	On-Call M-CAM Data Entry Assistant (Applicant Pool)
Employee Group:	On-Call
Salary:	Salary range \$10-\$15/hour, dependent on experience and education
Position Type:	Staff
Department:	Occupational Programs
Job Summary/Basic Function:	This position will support the Michigan Coalition for Advanced Manufacturing (M-CAM) staff. Duties include data collection and reporting, team communications and meeting management, and marketing/outreach efforts.
Minimum Qualifications:	<ol style="list-style-type: none">1. Associate degree in related area.2. Experience with Microsoft Word, Excel and PowerPoint.3. Strong writing/editing and communication skills.4. Detail oriented, with strong orientation skills.5. Analytical thinking skills.6. Ability to work independently.7. Conscientious and reliable.
Position Number:	
Preferred Qualifications:	<ol style="list-style-type: none">1. Bachelor's degree in related area.2. Experience with data and research.3. Coursework in business, information technology, and/or psychology.
Physical Requirements:	
Work Hours:	
Posting Date:	01-09-2015
Closing Date:	Open Until Filled
FTE:	
Special Instructions to Applicants:	A current cover letter and resume will be required at the end of the application process.

Close Window

Posting Details

Posting Number:	0000659
Job Title:	M-CAM Employment & Internship Coordinator
Employee Group:	Classified-Grant
Position Type:	Staff
Department:	Occupational Programs
Job Summary/Basic Function:	Assist the Coordinator of Student Employment Services in the implementation and completion of all grant deliverables associated with the M-CAM (Michigan Coalition for Advanced Manufacturing) TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant program. Coordinate employer and grant participant programs, resources and services relative to the grant.
Minimum Qualifications:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Human Resources Management, Public Relations, Business Administration or a closely related field. 2. Three (3) years of customer services, human resources or office experience. 3. Career Services or comparable experience in a business setting. 4. Experience in job development and employer relations activities. 5. Ability to relate well with diverse segments of business, industry, and education 6. Working knowledge of computer systems with experience in: Outlook, Word, Excel, and Internet Explorer. 7. Excellent oral, written and interpersonal communications skills, including the ability to explain technical concepts in non-technical terms. 8. Ability to work effectively in a fast-paced, highly dynamic, team environment. 9. Confident in managing multiple simultaneous initiatives with minimal supervision 10. Excellent customer service and support oriented-approaches to interaction are required.
Preferred Qualifications:	<ol style="list-style-type: none"> 1. Prior experience as an Internship Coordinator. 2. Prior responsibility for grant deliverables and ability to demonstrate achievement of grant projected outcomes. 3. Career Development Facilitator (CDF) Certificate.
Position Number:	
Physical Requirements:	
Work Hours:	<p>Part-time Position: 29 hours/week, 52 weeks/year. Flexible Scheduling: Evenings and weekends may be required. Duties may require travel between campuses and to off-campus locations.</p>
Posting Date:	09-26-2014
Closing Date:	Open Until Filled
FTE:	.725
Special Instructions to Applicants:	<p>A current cover letter, resume and unofficial transcript will be required at the end of the application process.</p> <p>This is a grant funded position. Grant funding ends September 30, 2017.</p>
Salary:	Grade C starts at \$18.95/hour
Job Duties	

20 Records

Order: Responsibility / Duty:

1	Serves as Career Services (CS) liaison with the M-CAM grant staff.
2	Provides services to enrolled M-CAM students and persons seeking information about job search resources and services.
3	Assists in coordinating, tracking, reporting and delivering of M-CAM grant program outcomes utilizing the ETO database.
4	Serves as the lead in planning and executing workshops, seminars and special events for M-CAM grant participants under the guidance of the Coordinator of Student Employment Services.
5	Assists in providing services for the development of students' employability skills, including resume preparation, interviewing skill, and related opportunities.
6	Conducts referrals to college Counselors for educational plan development and career exploration assistance.
7	Conducts information sessions and presentations regarding career services resources to grant participants.
8	Collaborates in planning and implementation of M-CAM Grant career experience programs, such as career mentoring, job shadowing, informational interviewing, internships and cooperative education and relevant workshops/seminars.
9	Provides job placement and retention services to job seekers and employers via a schedule of follow-up services.
10	Seeks out potential M-CAM employers to hire Schoolcraft College students and alumni and serves as a liaison between employers and Career Services.
11	Establishes and maintains contact with faculty, staff, clients, external agencies, and professional associations to facilitate the development of employers
12	Tracks, reports and updates new M-CAM employers in College Central Network database and prepare related reports.
13	Surveys the community labor market and stays abreast of current labor trends in order to determine the need for appropriate employers.
14	Interviews, visits, monitors and assesses worksites to determine that the goals, outcomes, learning objectives and skills are available at the worksite as an integral part of student placement.
15	Collaborates with faculty in securing new employer leads to develop new opportunities.
16	Assists with developing and coordinating employment related events (job fairs, expos, on-campus interviewing and other related events).
17	Cross trains in additional Career Services areas to insure assistance to all clients as needed.
18	Participates in professional development opportunities as assigned to enhance job skills.
19	Represents the department at appropriate events.
20	Performs other duties as assigned.

Close Window

Job Title: M-CAM Project Coordinator

Position Type: Staff

Position Details

Position Number: 4033462118A

Status: Full-Time
Temporary

FLSA: Non-Exempt

Employee Group: Classified-Grant

Department: Occupational Programs

Department Users with Access: Jones, Amy
Leadley, Robert

Salary Grade: D

FTE: 1,0

Job Summary/Basic Function: The Project Coordinator serves as the primary point of contact to provide overall coordination and implementation of all education and training activities for the M-CAM (Michigan Coalition for Advanced Manufacturing) TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant. The Project Coordinator serves as project team leader/member to facilitate and document program progress, ensuring program success. The Project Coordinator serves as a key link with business, industry and the community and demonstrates initiative, enthusiasm, flexibility and teamwork in accomplishing responsibilities.

Minimum Qualifications:

1. Bachelor's Degree in Business, Finance, Accounting, Economics or a closely related field.
2. Three to five years professional work experience in workforce development, corporate training or higher education.
3. Demonstrated experience in project management.
4. Ability to relate well with diverse segments of business, industry, and education.
5. Working knowledge of computer systems with experience in: Outlook, Word, Excel, Internet Explorer, and Datatel.
6. Must have good analytical, planning and organizational skills.
7. Excellent oral, written and interpersonal communications skills,

including the ability to explain technical concepts in non-technical terms.

8. Ability to work effectively in a fast-paced, highly dynamic, team environment.

9. Confident in managing multiple simultaneous initiatives with minimal supervision

10. Excellent customer service and support oriented-approaches to interaction are required.

Preferred Qualifications:

1. Master's degree preferred.

2. Experience managing educational programs; including developing and managing budgets and work plans.

3. Experience managing Department of Labor (DOL) grant programs.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

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Work Hours:

Full-time Position: 40 hours/week, 52 weeks/year.

Flexible Scheduling: Evenings and weekends may be required.

28/2017

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Duties may require travel between campuses and to off-campus locations.

Supervision Received and Given:

Reports directly to the Associate Dean of Occupational Programs. Responsible for the supervision of other staff as delegated by the Associate Dean of Occupational Programs. Provides direction for assigned programs and staff.

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.

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