

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Education Industry Liaison	<u>Position #:</u>	HS10002
<u>Department:</u>	Human Services	<u>Reports to:</u>	Senior Industry Liaison

Summary of Position: The individual in this position works with employers in the public education industry to identify critical labor shortages and to develop intermediate and long-term strategies for alleviating those shortages. She/he supports the Public Education industry group and particularly the various different employer members of this group. She/he works with various labor market intermediaries to find qualified applicants and with education and training institutions to develop the necessary curricula and related services to produce workers who meet employers' needs.

Incumbent should be someone who has high level administrative or consulting experience with public school districts. Alternatively, the incumbent should be someone who has worked with a public education advocacy or support group.

Examples of Work:

1. Provides ongoing professional, technical, and logistical support to the Public Education Industry Group to identify and respond to employers' workforce needs in public education
2. Serves as an advocate for industry groups, identifying problems and brokering services to solve those problems wherever they are found
3. Works closely with workforce system staff, industry account executives, and chamber of commerce/economic development representatives to organize industry-based initiatives to meet employers' workforce needs
4. Uses statistical and qualitative labor market information to support industry-based efforts to identify and verify critical labor shortages
5. Works with participating employers in public education to identify any emerging or evolving occupations not reflected in existing labor market information (and their associated skill requirements)
6. Provides or arranges for task analysis and job profiling to identify the specific knowledge, skills, and abilities associated with the identified labor shortages
7. Works with participating employers to understand their common workforce needs and develop immediate and long-term industry-based strategies for meeting those needs
8. Communicates the industry group's workforce needs to education and training providers and works with them to identify/develop the curricula and related services required to train workers who can meet these needs
9. Identifies the requirements for maintaining effective partnerships between an industry group and its suppliers, i.e., the labor market intermediaries and education and training providers in the 13-county region
10. Promotes industry/education partnerships as the most effective way to align education and training offerings with employers' workforce needs
11. Monitors and evaluates industry-based partnerships to ensure results

MINIMUM REQUIREMENTS

1. Master's degree from an accredited institution in education, business, liberal arts or public affairs is required. At least five years of experience working in the public education industry is also required. A bachelor's degree plus substantial industry experience may be substituted for the master's degree.
2. Must be able to work with diverse interest groups (including business, education, and government) to identify and solve problems.

3. Must possess good interpersonal skills and be able to work in a group environment to accomplish objectives.
4. Must have high energy, an inquisitive mind, and an orientation to practical research and analysis.
5. Must also be able to listen, understand, and respect different points of view in order to bridge the cultural gap between industry and education and manage the differences in language, behavior, and expectations.
6. A working knowledge of Microsoft Office word processing, spreadsheets, and databases is required.
7. Must work well individually and as a member of a team.
8. Must be able to make decisions and communicate succinctly (orally and in writing), and possess good time management and organizational skills.
9. Individuals recently retired from management positions in the public schools are encouraged to apply.

SALARY LEVEL: Level 8, Professional IV \$63,197 – \$101,881

APPLICATION PROCESS: Please apply online at www.h-gac.com/careers

Internal candidates should express interest by contacting the Human Resources Department.