

JOB OPENING

POSITION: EDUCATION INDUSTRY LIAISON Position No. HS10002 (to be referenced on application and resume)

SUMMARY DESCRIPTION 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.

ORGANIZATIONAL RELATIONSHIPS: The individual in this position works independently and as a member of the H-GAC's Workforce Board staff providing professional, technical, and logistical services to one or more industry groups. She/he receives day-to-day supervision from Senior Industry Liaison in the Human Services Department.

She/he has regular contact with employers, employer associations, education and training providers, workforce system staff, government officials, and representatives of community organizations.

The person hired for this position will be expected to develop and maintain close working relationships with employers participating in the industry groups she/he staffs as well as with education and training providers, workforce system staff, and related organizations providing services to these industry-based partnerships.

EXAMPLES OF WORK:

- Provides ongoing professional, technical, and logistical support to the Public Education Industry Group to identify and respond to employers' workforce needs in public education
- Serves as an advocate for industry groups, identifying problems and brokering services to solve those problems wherever they are found
- 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
- Uses statistical and qualitative labor market information to support industry-based efforts to identify and verify critical labor shortages
- 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)
- Provides or arranges for task analysis and job profiling to identify the specific knowledge, skills, and abilities associated with the identified labor shortages
- Works with participating employers to understand their common workforce needs and develop immediate and long-term industry-based strategies for meeting those needs
- 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
- 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
- Promotes industry/education partnerships as the most effective way to align education and training offerings with employers' workforce needs
- Monitors and evaluates industry-based partnerships to ensure results

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: The individual in this position must be able to work with diverse interest groups (including business, education, and government) to identify and solve problems. She/he must possess good interpersonal skills and be able to work in a group environment to accomplish objectives. She/he must have high energy, an inquisitive mind, and an orientation to practical research and analysis. She/he 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.

The individual must demonstrate experience with computers and computer software applications, including Microsoft Office word processing, spreadsheets, and databases.

The individual must also work well individually and as a member of a team. She/he must be able to make decisions and communicate succinctly (orally and in writing), and possess good time management and organizational skills.

ACCEPTABLE EDUCATION, TRAINING, AND EXPERIENCE: The individual must have a master's degree from an accredited institution in education, business, liberal arts or public affairs. She/he must also have at least five years of experience working in the public education industry. A bachelor's degree plus substantial industry experience may be substituted for the master's degree.

Individuals recently retired from management positions in the public schools are encouraged to apply.

CERTIFICATES AND LICENSES REQUIRED: None

PAY GROUP: Level 8, Management I-Professional IV, (\$63,197-\$101,881)

CLOSING DATE: Open until filled.

Apply online at www.h-gac.com
H-GAC is an Equal Opportunity Employer

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