

**CORNING COMMUNITY COLLEGE**  
**TECHNICAL ASSISTANT (CAREER SPECIALIST)**  
**WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION**

**Authority:** This position reports to the Bridge College-to-Work Program Coordinator.

**General Responsibilities:** This position is responsible for providing academic, career, and personal counseling to meet the employment needs of program participants and the development, planning, and implementation of educational, employment preparation, placement, and post-employment services. These services are provided in coordination with College personnel, CSS Workforce Development and program staff, the Department of Social Services, and other community agencies.

**Essential Functions:**

- Meet with potential participants to determine eligibility and complete program intake forms.
- Assist participants in the development, completion, and implementation of a Family Action Plan and Education Plan that meets the requirements of the Department of Social Services and SUNY.
- Assist participants in accessing the services of the College's Admissions Office, Student Success Center, and other College departments to complete admissions, advising, registration, and financial aid requirements.
- Assist participants in becoming familiar with the services offered through CSS Workforce NY Career Center and the College's Career Development Center for employment opportunities and career planning resources.
- Meet regularly with participants to provide comprehensive case management services, including academic, career, and personal support.
- Collaborate with other agencies and College departments to troubleshoot academic and/or employment issues to increase the likelihood of academic success, employment retention, and employer satisfaction.
- Document and maintain current confidential case files and generate academic and employment statistics.
- Perform other related duties, as assigned.

**Required Skills:**

- Excellent interpersonal and communication skills.
- Knowledge of PC software, such as database, word processing, or spreadsheet applications.
- Ability to maintain confidential information.

**Technical Assistant (Career Specialist)**  
**Page 2**

**Minimum Qualifications:**

- Bachelor's degree in human services, social work, career counseling, or related field (master's degree preferred)
- Two or more years of experience working with economically disadvantaged individuals, including job development, employment placement, and job coaching.

**Revised: 7/20/06**