

VINCENNES UNIVERSITY POSITION DESCRIPTION

Area: Workforce and Development Services

Department: Workforce Development

Position: JAG Specialist I, Region 8 (Full-Time, Professional, Non-Tenure Position)

Location: Region 8

POSITION SUMMARY:

The Jobs for America's Graduates (JAG) Workforce Training Specialist I is responsible for providing JAG services within a specific High School in Region 8. The JAG Workforce Training Specialist I is a year-round position. This position requires building relationships with educational institutions, employers, community organizations and the participating JAG school personnel. This position is responsible for fully implementing the JAG Model in an assigned school and achieving process standards and performance goals. This is a teaching position requiring daily classroom instruction of students to develop education and career skills.

DUTIES OF THE JOB:

- Identifies, recruits and instructs students who qualify for the JAG program according to JAG National standards.
- Develop a plan of action to meet annually established enrollment numbers.
- Provides appropriate curriculum and ensures students achieve specific JAG competencies through classroom instruction.
- Teaches through a variety of methods including lecture, hands-on activities, and team teaching.
- Tailors the program and teaching methods for the needs of each specific student, and implements an intervention strategy for each individual.
- Ensures an appropriate pool of students by directly recruiting students, and obtaining referrals from an Advisory Committee, school personnel, and parents.
- Establishes and implements a career development plan for all enrolled students.
- Ensures positive perceptions of the JAG program within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students, and members of the Advisory Committee.
- Advocates for the program and develops a pool of effective community support resources by working with employers, parents, civic groups, and legislators to build awareness of and support for the program.
- Develops job opportunities, participates in public relations activities, attends meetings and speaks to various community groups.
- Builds appreciation for teamwork, sense of belonging, and commitment to community service among JAG students by organizing and serving as advisor to a JAG Career Association; creates training opportunities through hands-on activities, film presentations, guest speakers, and workshops; assists with civic and social opportunities.
- Provides students with mentoring and support within appropriate limits; refers students to additional support service on an as-needed basis.
- Complies with all data and documentation requirements in a timely manner.
- Assists students in finding and maintaining quality employment and/or post-secondary educational programs upon graduation.
- Works closely with students and employers for 12 months after the end of the school year to ensure a satisfactory employment outcome.
- Develops a plan for contacts with non-graduates to ensure effective transition to employment or additional education.
- Participates in statewide JAG trainings.
- Ability to maintain data in the JAG National online data management system.
- Performs other related duties as assigned.

REQUIREMENTS:

Bachelor's Degree required, preferably in the area of education, and training, human resources, economic development or related fields. Position requires a valid driver's license and the ability to travel by both public transportation as well as private transportation including self-transportation. Ability to transport students may be required. Travel out of the area may be required for training purposes.

SKILLS/COMPETENCIES:

- Experience working with at-risk populations preferred.
- Strong written and public speaking skills are required.
- The ability to establish working relationships with people of diverse backgrounds and abilities is essential.
- Ability to establish the appropriate boundaries, while developing and nurturing supportive relationships with students.
- Must become familiar with college admissions processes.
- Must be able to interpret internal policies and apply them to participants as well as work with the regional management team to provide information to local employers, schools, social service agencies, community organizations and members of the community as needed.
- Individual must be detail orientated and able to compile reports. Work is performed independently with minimal supervision.
- Strong computer skills are required to maintain a state case management database. Knowledge of Microsoft Office Suite and Google Workspace Platform is preferred.
- Maintains positive work atmosphere by behaving and communicating in a manner that fosters good relationships with clients, co-workers and supervisors

RELATIONSHIPS/WORKING ENVIRONMENT:

The JAG Specialist functionally reports to the JAG Program Manager. In addition, this position receives general supervision and guidance from the Deputy Director and Operations Manager. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University Manual, Indiana Department of Workforce Development Services Policy, Region 8 Integrated Procedures, Policy Letters, Policy of host High School, JAG Manual, internal organizational charts, position descriptions, and verbal instructions. Primary work location during the school year will be at assigned JAG High School. During school JAG staff will work at a designated location as determined by VU management staff.

SALARY: Salary range: \$30,000 - \$36,000. Salary will be determined on the basis of experience, skills, knowledge, and abilities.

HOW TO APPLY:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check.

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