

Business Services Consultant – Region 8

DUTIES OF THE JOB:

Specific duties of the Business Services Consultant include, but are not limited to, the following:

- Connects employers to the Region 8 WorkOne system, market program services and Workbased Learning Opportunities (Work Experience, OJT and Registered Apprenticeship) to business, gather business information and assist in the development of a Regional Economic/Workforce development partnership by establishing relationships with regional businesses.
- Conducts community outreach with public agencies and training institutions for the purpose of business development, recruitment and positive public relations. May present information regarding programs, services and training opportunities to community groups and organizations.
- Collects business information from regional employers to address local workforce needs. Consultant will collect and compile information for the Business Services Director in order to provide advisory information to the One Stop Operator, Director to the Board and Workforce Board on business needs required for strategic planning and work-based learning opportunities.
- Raise employer awareness about programs and resources available to meet workforce issues, particularly employee recruitment, training and adult literacy needs. Consultant must be knowledgeable of the programs and services of WorkOne partner organizations that can be of value to employers.
- Provide labor market information including data on the availability and skills of the workforce in the Region, and facilitate recruitment and screening services.
- Assists employers in utilizing all the features of Indiana Career Connect (ICC) to effectively recruit and select employees to include posting job orders, screening applicants and correct usage of overall system.
- Organizes and conducts Job/Career/Educational Fairs, and other opportunities on behalf of Region for both employers and applicants to exchange information about potential job openings and training opportunities. Manages the technology to utilize the ICC kiosk to capture job seeker information and provide on-site registration and resume development as needed.
- Assists with Rapid Response/TAA activities for companies experiencing closure or layoffs, works closely with WorkOne Coordinator, Service Provider, Business Services team and Regional Operator with Rapid Response efforts as necessary – Key member of Regional Rapid Response Team.
- Works closely with WorkOne, Service Provider, Veteran and Business Services staff in placement of youths, veterans and other targeted populations for internship opportunities, OJT programs or direct hire activities.
- Promotes the development of skilled regional workforce by encouraging employers to use Work Keys profiles and assessments leading to Career Readiness Certificates including employer follow-up to ensure profiles are completed as needed and assessments are delivered in a timely manner.
- Attend Chambers of Commerce and other Economic Development organizations meetings as needed in Region.
- Development and implementation of effective social media strategies to promote WorkOne services.
- Assists in tracking activities of the business services team in ICC and INGage and assists with coordination of employer visits to minimize duplication of effort among WorkOne staff and partnering agencies.
- All other duties as assigned.

RESPONSIBILITIES OF JOB:

The Business Services Consultant receives general supervision and guidance from the Business Services Director. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. Provides community outreach to include presentations, organizing of local events within Region, and familiarity of labor market information specific to the eight counties located within Region 8. Reports directly to the Vincennes University Business Services Director.

REQUIREMENTS OF JOB:

Bachelor's Degree or six years of experience in the area of employment and training programs, employer relations, social work, economic development, or related field. Combination of education and experience can be substituted for required experience. Excellent communication skills (written and verbal) are required. Position also requires a valid driver's license and the ability to travel to surrounding counties to assist with coverage if needed. These requirements are in addition to the duties listed in the position description.

SKILLS/COMPETENCIES:

- Maintains positive work atmosphere by behaving and communicating in a manner that fosters good relationships with clients, co-workers and supervisors.
- Ability to interact positively with a variety of personalities in a professional business setting.
- Ability to work in an integrated team environment and provide support to fellow team members is essential.
- Problem-solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential to success in this position.
- Proficiency in a variety of computer software applications are required including Microsoft Office Suite, e-mail and internet applications. Ability to create, maintain and enter information into databases. Ability to learn new applications quickly to include database management.
- Knowledge of the Indiana Career Connect Marketplace, WIOA programs, Trade Adjustment Assistance, and/or Rapid Response process is a plus.
- Travel within Region 8 Counties (South Central Indiana) may be required, as well as occasional overnight travel to areas outside Region 8. A valid Indiana driver's license and access to a reliable, insured motor vehicle is required.

SALARY: Range \$35,000 - \$40,000; Salary will be determined on the basis of experience, skills, knowledge, and abilities

Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website:

<http://vinu.edu/human-resources>

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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