

## **STEM WORKFORCE ADVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of a supervisor, the incumbent in this position is responsible for increasing the awareness and achievability of STEM (science, technology, engineering and math) careers to disconnected youth, low income adults, dislocated workers and veterans. In addition, responsibilities will include assisting customers in enrollment in STEM education and training programs, obtaining credentials, finding career employment with advancement opportunities. The incumbent establishes working relationships with local businesses to ensure employability skill sets meet the needs of the employer.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Makes appropriate job referrals, matching customer skills and abilities to employer requirements;
- Facilitating Center workshops;
- Conducting advising sessions regarding job attitude, job seeking and keeping skills, self esteem activities, career exploration and labor market information;
- Assisting customers in creating and organizing job search materials;
- Meeting with service agencies to promote program activities;
- Attending and participating in case management meetings;
- Making appropriate referrals for additional services;
- Visits employer locations, obtains requirements of jobs and visits job sites to assess customers plans;
- Participating in Center and Functional team meetings;
- Participating in staff development activities;
- Presents workshops on employment and selecting career paths;
- Recruits employers and secures customers in the development of customized career plans of workers (workforce needs and requirements);
- Identifies, assesses, and targets individuals with STEM skills to meet the needs of the region's employers;
- Arranges, schedules, and hosts Business Panel Discussions with employers seeking workers;
- Educates staff members at schools, community organizations and parent groups to stress the opportunities that lie with STEM related careers;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of One Stop Office System (computer software);
- Good knowledge and understanding of program performance standards;
- Good knowledge of community services and referrals;
- Good knowledge of available training and educational programs;

- Good knowledge of community organizations and human service agencies;
- Good knowledge of federal, state and local employment and training regulations;
- Good knowledge of personal computers, including database systems and office equipment;
- Ability to establish and maintain effective interpersonal relationships with clients, employers and training agencies;
- Ability to prepare and interpret narrative and tabular reports;
- Ability to clearly and concisely evaluate, in writing, a client's assessment and plan;
- Ability to communicate effectively both orally and in writing;
- Ability to solve problems, including making evaluations and reaching conclusions;
- Ability to work cooperatively with all partner staff;
- Strong communication and organizational skills;
- Strong customer service skills;
- Accurate and attentive to detail;
- Computer skills, including ability to use word processing programs;
- Vehicle and clean driver's license.
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in the field of Science, Technology, Engineering, or Mathematics; and one (1) year fulltime paid experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged persons; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in the field of Science, Technology, or Mathematics; and three (3) years of the required fulltime paid experience described in (A) above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of the required fulltime paid experience described in (A) above; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL NOTE:**

\*Internship training experience may be substituted for its part-time equivalent.