Job description: Advanced Manufacturing Navigator

✓ Recruiting – recruit prospective students via phone, email and social media.
  ➢ Travel to various locations such as workforce agencies, high schools, churches, and community events.
  ➢ Provide program exposure to the general public.
  ➢ Attend educational seminars and events to discuss the college’s career programs.

✓ Academic Advisor – providing academic support/guidance to students.
  ➢ Provide course selection options to students that enroll into the program(s).
  ➢ Work with and assist students who are experiencing difficulties with their studies by removing barriers to completion.
  ➢ Work with instructors so I am able to monitor the progress of students while they are enrolled in the program(s).

✓ Career Placement – assisting students with finding gainful employment.
  ➢ Assist students with locating possible employment opportunities.
  ➢ Perform follow-up duties with employers regarding student applications that have been submitted.
  ➢ Work with employers and students throughout the application process until either the student is hired, or the employer chooses another candidate.
  ➢ Record employer information and job title in which a student has gained employment.
  ➢ Follow-up with employers to gain feedback on program graduate work habits, as well as an assessment on what workplace knowledge the graduate is lacking, if any.

✓ Business Outreach – building and sustaining relationships with employers.
  ➢ Contact employers via phone and email regarding career program(s).
  ➢ Meet with respective employers to discuss academic programs.
    o Facility visits
    o Campus visits
  ➢ Work with managers and human resources personnel on employment opportunities.
  ➢ Partner with employers on constructing specialized employment programs that require academic coursework (i.e., apprenticeships).
  ➢ Attend business seminars and expos to network with employers.
  ➢ Take students on facility visits to gain first-hand knowledge of program related positions.
  ➢ Work with partnering agencies (i.e., Lake County Partners) on event planning and coordination.

✓ Miscellaneous
  ➢ Attend Advisory Board meetings