



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY

Michigan Works Career Manager - Job Ready

October 16, 2009

Position: Muskegon Community College is seeking qualified candidates for the position of Michigan Works Career Manager – Job Ready.

Responsibilities: Assess client re-employment needs, skills, expectations; assist clients to apply and interview for employment; learn governing law and policies affecting client rights; ensure assigned files are complete and meet all auditing requirements; maintain contact (face to face, email, phone, and letter) with all assigned clients; maintain the highest level of confidentiality; attend all staff and department meetings

Qualifications:

- Bachelor's Degree or equivalent work experience
- Experience with computers, especially in using Microsoft Word and Excel
- Excellent oral and written communication skills
- Knowledge of and use of assessments and evaluative tools
- Familiarity with employment websites
- Able to work effectively with people of diverse backgrounds

Salary: Support Staff I

Hours: Monday-Friday, 7:30 a.m. to 5:00 p.m. or as assigned by supervisor.

Application

Deadline: November 23, 2009

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form with resume' must be received no later than 4:30 p.m. on the posted deadline. A resume' is not considered an application but a supplement to the application. Applications are available on our website at www.muskegoncc.edu/hr. To receive an application, call, fax, e-mail, or write to the **Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax 231-777-0601.**

ESSENTIAL FUNCTIONS:

1. Contact newly assigned clients for one-on-one meetings
2. Assist clients with job search
3. Discuss the possibilities of an On the Job contract
4. Case note all client discussions
5. Ensure each file has correct documentation and report major discrepancies to Supervisor
6. Follow up with clients during the job search process (phone call or email)
7. Non responsive clients will receive phone calls, emails, and a letter, if needed
8. Represent Michigan Works! at Job Fairs and other community functions as directed by Supervisor
9. Work cooperatively with other One-Stop team members

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the college. If you have a disability and need an accommodation of assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height weight or age in any of its educational programs, activities and employment.