



Roxbury Community College
Human Resources & Affirmative Action
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Notice of Vacancy

February 10, 2012

Center for Student Success

Inclusive Concurrent Enrollment (ICE) Employment Specialist

03 Contractual employment/Temporary and Part-Time Position

02/27/12 – 08/31/12

Application Deadline: February 17, 2012

General Description:

Under a planning grant for the Inclusive Concurrent Enrollment (ICE) Partnership Program for Students with Disabilities, the Employment Specialist will plan and design model inclusive education career development activities and programs for students with disabilities. The purpose of the ICE grant is to develop new partnerships between high schools and RCC to offer inclusive concurrent enrollment opportunities for students 18-22 years old with severe disabilities (defined as unable to achieve competency determination necessary to pass MCAS). These high school students will enroll in credit and non-credit courses with non-disabled students at RCC. The College has established partnerships with public school districts whose qualified students will participate in the program. The term of the planning phase is Jan, 2012 through Aug 31, 2012.

Supervision Received: reports to the ICE Director

Supervision Exercised: None

Essential Functions:

Participates as an active member of the Partnership Leadership Team including key representatives from Roxbury Community College, the local school districts, adult service agencies, employers, and family members (i.e., parents, students);

Works collaboratively with students, faculty and college staff on developing activities connecting students' college and personal goals with employment goals;

Assists with the Development of the participation framework to facilitate transition from high school into adult life, and to sustain the ICE initiative;

Assists with the ICE Development plan and timeline for program implementation;

Participates in technical assistance and mentoring activities provided to RCC;

Develops collaborative relationships with college and community workforce departments;

Researches and develops possible internship sites for ICE students

Develops career planning and placement activities;

Compiles up to date career information;

Develops strategies that will assist students in obtaining and maintaining quality work that is consistent with their individual interests, values, skills and goals and that is individualized, authentic, and community-based employment that is consistent with their vocational goals.

Assist in the development of an evaluation tool to monitor student progress using the Massachusetts Work-Based Learning Plan and

Other related duties as assigned

Qualifications:

All candidates must have legal authorization to work in the United States.

Bachelor's degree required, Master's preferred;

1. 3-5 years of experience working with young adults with severe disabilities; preferably in a high school, college or community career service center
2. Knowledge of career assessment systems.
3. Knowledge of web-based career technologies.
4. Proficiency, in MS WORD, EXCEL, and POWERPOINT
5. Strong interpersonal, organizational and administrative skills;
6. Strong communication, outreach and networking skills.
7. Ability to work independently as well as part of a team;
8. Ability to work with diverse populations;
9. Ability to foster communication between collaborating entities to ensure that project goals are met.

Salary: \$20.00 per hour

Schedule: 3 Hours per week

Date of Starting: February 27, 2012 or as soon as possible

Application Procedures: Applications is accepted until 5 PM on Friday February 17, 2012.

To apply: please forward your resume and three names for references to jobs@rcc.mass.edu

For more information visit www.rcc.mass.edu/hr or call 617-541-5378

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