



Roxbury Community College
Human Resources & Affirmative Action
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400
Phone: (617) 541-5378 Fax: (617) 541-5365

Notice of Vacancy-Date of Posting 2/5/2010

Academic Affairs

Division of Continuing Education

Massgreen Regional Green Energy Program Liaison Position

GRANT FUNDED

Part-time, 18hour/week

General Statement of Duties:

The Regional Green Energy Program Liaison's primary responsibility is two-fold: 1) assists the RCC Assistant Dean of Continuing Education with establishing and maintaining a line of communication and constant contact with the other Massgreen regional members, the Massgreen Project Director, Massgreen statewide committees, and the Massgreen Tier Regional Coordinating Team for the purpose of developing, promoting, and expanding the green energy training programs at RCC; 2) leads community outreach and provides support to students enrolled in the green energy tech program.

Supervision received: Asst. Dean of Continuing Education

Supervision exercised: None

Examples of Duties:

- Communicate, interact, and work jointly with various Massgreen committees, groups, or units; represent RCC and actively participate in regional and state-wide Massgreen meetings;
- Lead workshops and information sessions to prospective students and community residents in preparation for a possible career in green/clean energy technology; responsible to implement the Youth Service Orientation and Plan (YSOP) for green/clean technology training at RCC
- Assist with marketing and outreach; oversee registration for workshop and certification training
- Assist in determining candidates' eligibility; administer skill and interest assessment for program candidates;
- Familiarize prospective students with metro area workforce boards and career centers, and other agencies; assist with the enrollment of WIA and other public fund recipients in green tech programs at RCC;
- Seek internship opportunities and work with general contractors for placement of students into internship; monitor green energy tech students during their internship;
- Work with RCC Career Center and prospective employer to identify green job opportunities for the RCC Green Energy Tech program graduates
- Assist with data collection and reporting

Minimum Qualification/Experience/ Attributes:

A.A. Degree required, Bachelor's Degree preferred;
Work requires knowledge of career path in clean/green energy;
Experience with energy efficiency/conservation applications and principles;
Complete knowledge of computer applications (MS Office, Internet, Database, Excel) required;
Valid driver's license and vehicle ownership required;
Ability to work non-traditional work hours: late afternoons, week-ends, evenings;
Skilled as a liaison between multiple parties and organizations;
Able to perform multiple tasks and follow-through;
Good verbal and written communication skills;

Salary: Salary is based on hourly pay of \$20.83 and a total of annual salary of \$19,500. Renewal of the contract depends on the renewal of Grant source and the performance evaluation.

Hiring Date: ASAP

Application Procedures:

Application Deadline: We accept application until 5 PM on March 15, 2010.

To Apply: Please forward a letter of interest, resume, references contact information and transcripts to employment@rcc.mass.edu or mail to:

Roxbury Community College
Human Resources Office
Search Committee for Massgreen Energy Program
1234 Columbus Avenue
Boston, MA 02120

For further information about Roxbury Community College go to www.rcc.mass.edu or call 618-541-5378.

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