

Workforce Employment Solutions

Job description for staff at the CTC Career Placement office

- Provide on campus Career Services office hours beneficial to the various student populations served by CTC
- Serve as point of contact between CTC and the local Workforce offices.
- Serve as the point of contact between the business community and the teachers/administration at CTC with regard to job openings
- Placement of student interns, classroom presentations, conducting mock interviews, assistance with resume preparation
- Work closely with CTC staff to post job listings and other career placement information on both the CTC and Workforce websites and be the liaison between Workforce and CTC IT staff.
- Complete graduation interviews/surveys with all CTC graduates each semester.
- Prepare a report of activities at the end of each semester. The report will contain information which identifies the services provided to students and the outcomes achieved through those services.
- Periodically report in person to scheduled staff meetings per CTC request.
- As requested by CTC, provide data collected on placement and job openings for the purpose of grant information.