

BETC Career Navigator Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=242433>

Downloaded On: Aug. 10, 2024 9:15am

Posted Jul. 31, 2024, set to expire Nov. 27, 2024

Job Title	BETC Career Navigator
Department	Biology & Biotechnology
Institution	Worcester Polytechnic Institute Worcester, Massachusetts

Date Posted	Jul. 31, 2024
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Student Services
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Job Description

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JOB TITLE

BETC Career Navigator

LOCATION

Worcester

DEPARTMENT NAME

Biology & Biotechnology Department-JM

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Biomanufacturing Education and Training Center at WPI (BETC), is a 10,000 square foot, pilot-scale lab facility where theory is put into practice, providing both novice job seekers and experienced industry professionals, hands-on workforce training programs in Biomanufacturing.

These programs target new entrants to the workforce, experienced job seekers, career changers, professionals already working in the life sciences industry, and marginalized populations underrepresented in the industry by providing them with technical hands-on training, career coaching, and wrap-around assistance and support to help them overcome barriers and achieve success.

The BETC is currently seeking an experienced and organized professional that can assist with recruiting, enrolling, onboarding, mentoring, career and life coaching, and following-up with individuals participating in Pathmaker-sponsored workforce training programs.

JOB DESCRIPTION

Responsibilities

- Serve as a hands-on academic advisor providing career and life coaching to a mix of adult learners for approximately 12-18 months.
- Provide counseling and case management support to at-risk, target populations comprised of low-income individuals, post-graduates and out-of-school youth, veterans, BIPOC, women, disabled individuals, and unemployed / underemployed job seekers, and displaced adult learners, continuously monitoring student performance data and early indicators to ensure interventions occur as needed, while equipping students with the resources to become more innovative and motivated learners,
- Provide post-training support services to participants by following up, surveying and tracking the employment status of alumni on a regular basis to monitor job retention, changes in employment status, and to also maintain accurate records for evaluating longitudinal data of student's job placement, educational attainment and career growth, while work closely with the BETC team and Program Evaluator to generate reports to track recruitment metrics, outcomes, and overall program effectiveness.
- Support the BETC team and Program Evaluator in the development and implementation of Diversity Equity Inclusion and Belonging (DEIB) strategies that focus on providing targeted outreach to underrepresented populations, including individuals from low socio-economic households, out-of-school youth, Black and Indigenous People of Color (BIPOC), women, veterans, immigrants / refugees, and individuals who are disabled, or may identify as LGBTQIA+ and in implementing tools and strategies (feedback mechanism) to track the effectiveness of diversity initiatives, while establishing and maintaining an inclusive, productive learning environment for all students.

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- Collaborate with contractors (Mass Hire) to develop presentations and workshops (BOUNCE) to equip students with soft skills, including writing resumes and preparing students for interviews.
- Coordinate group-based and one-on-one information sessions and tours to increase a participant's understanding of training programs and career pathways within the Biomanufacturing Industry.

Preferred Qualifications

- Associate's degree from an accredited institution or two (2) years of related experience in adult education, workforce development, human services or social work.
- Experience with academic advising, career counseling, job coaching, mentoring, motivating at-risk students and/or clients.
- Strong project management, analytical and organizational skills, with the ability to work in a fast-paced, team-oriented environment and quickly pivot and respond to changing priorities.
- Excellent communication skills (both oral and written) with the ability to collaborate efficiently in a virtual work environment to a variety of diverse audiences.
- Experience working with marginalized populations and cultural competency training.

Hours and wages: approximately 40 hours / wk. at \$33.65 hr.

This is a temporary position with an end date of September 30, 2025, with possible option for continued employment dependent on new funding cycle.

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit:

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https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/BETC-Career-Navigator_R0002892

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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