

## **Job description: Advanced Manufacturing Navigator**

- ✓ Recruiting – recruit prospective students via phone, email and social media.
  - Travel to various locations such as workforce agencies, high schools, churches, and community events.
  - Provide program exposure to the general public.
  - Attend educational seminars and events to discuss the college’s career programs.
  
- ✓ Academic Advisor – providing academic support/guidance to students.
  - Provide course selection options to students that enroll into the program(s).
  - Work with and assist students who are experiencing difficulties with their studies by removing barriers to completion.
  - Work with instructors so I am able to monitor the progress of students while they are enrolled in the program(s).
  
- ✓ Career Placement – assisting students with finding gainful employment.
  - Assist students with locating possible employment opportunities.
  - Perform follow-up duties with employers regarding student applications that have been submitted.
  - Work with employers and students throughout the application process until either the student is hired, or the employer chooses another candidate.
  - Record employer information and job title in which a student has gained employment.
  - Follow-up with employers to gain feedback on program graduate work habits, as well as an assessment on what workplace knowledge the graduate is lacking, if any.
  
- ✓ Business Outreach – building and sustaining relationships with employers.
  - Contact employers via phone and email regarding career program(s).
  - Meet with respective employers to discuss academic programs.
    - Facility visits
    - Campus visits
  - Work with managers and human resources personnel on employment opportunities.
  - Partner with employers on constructing specialized employment programs that require academic coursework (i.e., apprenticeships).
  - Attend business seminars and expos to network with employers.
  - Take students on facility visits to gain first-hand knowledge of program related positions.
  - Work with partnering agencies (i.e., Lake County Partners) on event planning and coordination.
  
- ✓ Miscellaneous
  - Attend Advisory Board meetings