

**Workforce Training Assistant - Region 8**  
**Part-time**

**POSITION SUMMARY:**

The Workforce Training position requires a thorough understanding of the job search process including proficiency in resume writing, uploading resumes to internet websites, cover letters, job interviewing skills, etc.

**DUTIES:**

**The Workforce Training Assistant can serve in any of the regional offices located in Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and/or Owen Counties. Specific duties include, but are not limited to, the following:**

- Provides office support to Workforce Training Coordinator(s) as needed to include answering phones, directing office traffic, filing, data entry, contacting clients, scheduling appointments, and any other office related activities that may be required.
- Orientates WorkOne customers to the services and eligibility requirements of the Workforce Investment & Opportunity Act (WIOA) program in both group settings and individually.
- May be called upon to assist customers with their career planning and career decision-making process to include assessing customer's employment and training needs to include job readiness status.
- Assists customers in identifying barriers to employment and makes proper referrals to intensive and training services within the one-stop system as appropriate, or to community resources as necessary.
- May assist WIOA customers with their enrollment process and be expected to monitor student progress to include collecting attendance information.
- Enters all relevant data as assigned (enrollment, case management notes, job placement data, follow-up information, etc.) into computer tracking system. Performs necessary documentation, paperwork and record keeping in direct support of Workforce Training Coordinator(s).
- May develop and present career and job search workshops and orientations to job seekers, and provides Workforce Center tours as needed.
- Provides job development and appropriate job referrals to WIOA customers and conducts follow-up services with customers regarding their job search.
- May be asked to organize & participate in job fairs, trade shows, and appropriate community events as required.
- All other duties as assigned by regional Management Staff.

**RESPONSIBILITIES:**

The Workforce Training Assistant receives general supervision and guidance from the Executive Director, Operations Manager and Deputy Director. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. Provides direct client and office support to the Workforce Training Coordinator(s) assigned to Daviess County office location. Reports directly to the Executive Director and/or regional Operations Director.

**REQUIREMENTS OF JOB:**

Associate's degree or higher preferred, but not required. Two years of work experience in a busy office environment.

**SKILLS/COMPETENCIES:**

- Ability to interact positively with a variety of personalities and socio-economic populations.
- Ability to work in an integrated team environment and provide support to fellow team members is essential.
- Problem-solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential.
- Proficiency in a variety of computer software applications are required including Microsoft Office Suite, e-mail and internet applications. Ability to create, maintain and enter information into databases. Ability to learn new applications quickly to include database management.

**SALARY:** Range: \$15.00 per hour, 28 Hours per week. **No additional benefits are associated with this position.**

**How to Apply:**

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName\_FirstInitial\_JobTitle** to [jobs@vinu.edu](mailto:jobs@vinu.edu) or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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