

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH
Employment Management and Services Division

JOB DESCRIPTION

JOB TITLE: **Business Services Project Specialist**

SUMMARY OF JOB: The Project Specialist provides staff support for specific employer projects. The Project Specialist is responsible for providing on site assistance at special hiring events, as well as for the completion of the required follow up, including face to face, written and phone communication, and information tracking.

TIME FRAME: Through December 31, 2017

STATUS: Temporary Subcontract

HOURS: Up to 32 hours per week; evenings and weekends required.

**NATURE OF DUTIES
PERFORMED:**

- Attendance at all special hiring events, as required of the project is mandatory.
- Coordinate collection of required documentation for employment candidates applicable to the project.
- Maintains data, attendance and hiring numbers necessary for monthly reports.
- Work in collaboration with Michigan Works! Southwest Business Services staff and employer staff.
- Effectively work with the Project Coordinator to fulfill the needs of the project.
- Assist with facilitating the pre-assessment of employment candidates.
- Respond appropriately to employer specific related questions from employment candidates, as designed by the employer.
- Perform other duties as assigned.

**REPORTING
RESPONSIBILITIES:**

This position reports to the Sector Strategy Coordinator.

**EDUCATION
& EXPERIENCE:**

High School Diploma or equivalent; one year of work experience in workforce recruitment preferred. Knowledge of Branch County resources preferred. Must be able to work with a diverse group of individuals. Excellent interpersonal and communication skills required. Demonstrated ability to organize, manage time, prioritize, and maintain confidentiality. Able to work as part of a team or independently as situations require. Reliable transportation required.