



# POSITION ANNOUNCEMENT

## **Business & Industry Partnership Consultant** ***Deadline for Application: Until Filled***

Cooperative Educational Services Agency 10 (CESA 10) is looking for one or more individuals to serve as part-time Business and Industry Partnership Consultants to be based in Chippewa Falls, Wisconsin. This position serves to support school districts that have contracted with CESA 10 for College and Career Readiness services. The Business and Industry Partnership Consultant works directly with regional business and industry employers and workforce development groups. Individual(s) will be responsible for assisting the Director of College and Career Readiness to establish sustainable relationships between area employers and PreK-12 school district administrators, school counselors, Career and Technical Education teachers, and other PreK-12 teachers throughout CESA 10. Other responsibilities include assisting school districts to provide meaningful career-based learning experiences for students. The ideal candidate will have experience working with schools and educators, as well as having an understanding of local and regional workforce needs.

### **Related Skills:**

- Excellent verbal and written communication skills.
- Ability to work collaboratively with others.
- Strong organizational and time management skills.
- Problem-prevention and problem-solving skills.
- Ability to establish effective working relationships.
- Ability to work independently as well as collaborate with diverse work teams.
- Ability to be an ideal team player by working in a team environment, recognizing the success of others, using good judgment and intuition in group dynamics, understanding the impact of words and actions, and being self-motivated.
- Ability to communicate effectively to groups, facilitate group discussions, and present information to audiences.
- Ability to collaborate with others to develop trainings/materials.
- Ability to use technology such as Microsoft Word, Excel, PowerPoint (or other presentation software), email, internet, and social networking software.
- Willingness to learn regional labor market information and future trends.
- Willingness to learn aspects of Career and Technical Education (CTE).
- Willingness to learn aspects of Academic and Career Planning (ACP).
- Willingness to learn how the [Wisconsin Regional Career Pathways](#) approach is a statewide effort to deliver high-quality career pathways in high schools.
- Willingness to learn the importance of career-based learning experiences as a way to attract and retain local talent, including Youth Apprenticeship (YA).
- Willingness to learn what academic, technical and employability skills are needed in the current and future workforce.
- Willingness to travel throughout CESA 10 to work with school districts and regional employers.
- Willingness to attend business and industry school-related evening events.

### **Performance Responsibilities:**

- A. Business & Industry Partnership Consultant(s) will Work with Director of College and Career Readiness to:
  1. Use labor market information to identify employment trends for jobs in high demand across a variety of career clusters within CESA 10.
  2. Create a plan of action to connect area employers from a variety of career clusters with jobs in high demand to only those school districts in CESA 10 that contract for LS2 – College and Career Readiness services.
  3. Promote work-based learning experiences for students, including the DWD Youth Apprenticeship program.
  4. Assist with planning impactful PreK-12 educator events with the goal of informing PreK-12 teachers, school counselors and administrators about local workforce needs.

5. Assist with planning impactful student and parent engagement events to attract and retain local talent. Examples include organizing the following: local or regional evening tours of business and industry facilities, parent lunch events at area businesses, business and industry panel discussions, etc.
6. Assist the College and Career Readiness STEM Consultant to extend educational opportunities to include business and industry partners.
7. Assist with planning impactful summer camps for students with the goal of providing students with [Deeper Learning](#) opportunities that involve participation of local business and industry partners.
8. Assist with planning teacher and school counselor summer externship opportunities with the goal of providing PreK-12 educators an authentic first-hand experience working in area business and industry.

B. Business & Industry Partnership Consultant(s) will Work with Local School Districts to:

1. Identify the level of engagement of area employers in regards to connecting with local school districts.
2. Assist CESA 10 to complete individual district needs assessment to strengthen business and industry partnerships with all stakeholders (school district administrators, school counselors, teachers, students and parents.)
3. Identify area employers with greatest economic impact on local school districts.
4. Create an outreach plan of action to engage employers within CESA 10.
5. Coordinate local or regional business and industry tour opportunities for students and assist Virtual Career Exploration Video Production Specialist to identify prospective tour sites.
6. Assist local school district staff to retain business and industry guest speakers.
7. Assist school district staff to establish methods of providing high school students an opportunity to participate in a mock interview during high school.
8. Coordinate with employers to participate in mock interview events.
9. Assist with establishing methods of providing all high school students an opportunity to participate in at least one job shadow experience during high school.
10. Coordinate with employers to participate in student job shadowing events.
11. Assist local school district staff to promote local employer participation for graduate portfolio interviews.

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Learning Services

This is a part-time position. Interested applicants should apply on [WECAN](#). Applications will be taken until position is filled.

**Human Resources  
Cooperative Educational Service Agency 10  
725 W Park Ave Chippewa Falls, WI 54729**

*It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.*