



Part – Time Employment Services Support Specialist

Position Summary: As a Part-Time Employment Services Support Specialist at WorkTexas you will assist the Employment Services Department identify employment leads & opportunities for students enrolled in trainings as well as alumni. You will be responsible for the tracking of data related to those employment leads and outcomes by inputting accurate information in Salesforce. You will report to the Director of Industry Partnerships and support in maintaining the relationships of current employer partners.

Role & Responsibilities:

- Understands and supports the mission, vision, and values of WorkTexas.
- Identify employment opportunities for job seeking students in industries related to their training.
- Connect students and alumni to employment opportunities.
- Maintain ongoing communication with candidates throughout the job search process, offering encouragement and guidance.
- Gather feedback from candidates about their experiences with the employment services program to identify areas for improvement.
- Track employment data in Salesforce, such as job openings, applicants, and employee information, ensuring accurate records.
- Update job listings in Salesforce, following established guidelines and formatting.
- Support in tracking communications with employer partners.
- Identify, report any data inconsistencies, errors, or issues to ensure data quality.
- Provide general administrative support as needed, such as filing, scanning, and organizing documents.
- Research industry and emerging job opportunities.
- Other duties as assigned.

Employment Services Support Specialist Education, Work Experience & Skills

- High School Diploma or equivalent.
- Strong attention to detail and accuracy in data entry and information management.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Proficient in using productivity tools, such as Microsoft Office (Word, Excel, Outlook).

- Flexibility to adapt to changing priorities and work in a fast-paced environment.