



## **PROGRAM SPECIALIST – DiverseNote Mobility Pre-Apprenticeship Program**

Are you passionate about assisting people in advancing their education and career opportunities?

### **OPPORTUNITY DESCRIPTION**

The Program Specialist will interface with DiverseNote Mobility pre-apprenticeship program students (ages 16-24 years old) and influencers/decision makers leading daily pre apprenticeship sessions in resume development, STEM career exploration, and cyber security, autonomous car and advanced manufacturing workshops that are provided by program guest speakers. The primary objective of the role is to help manage the day to day activities and students in this 6 week program from July to August 2018. The program will take place in Mid-town Detroit.

### **SUCCESS FACTORS FOR THIS ROLE**

To be successful in this position, here are some examples of functions that will take place:

- Follow up on potential students and relevant vocational counselors via phone, email, or fax after student has inquired the program
- Conduct info sessions and tours for the pre-apprenticeship program
- Present information to prospective students regarding programs and tuition as well as relevant policies and procedures
- Assist in the enrollment process and finalizing details of starting school
- Verify admissions criteria and complete admissions paperwork with students
- Assist prospective students in completing the intake process in the most effective and supportive manner
- Coordinate student On The Job (OJT) learning placement interviews and job placement with employers, on the behalf of DiverseNote students

**RELEVANT SKILLS** • Track record of strong performance and customer service role • Excellent verbal, written communication and follow-up skills • Public speaking • Organizational and time management skills • Frequent computer and phone usage in a supportive manner • Excellent presentation skills • Knowledge of the educational environment • Strong interpersonal skills • Experience working with a diverse student population in a dynamic industry

*DiverseNote Mobility Apprenticeship Career Training Program: DiverseNote Mobility is a national U.S. Department of Labor Apprenticeship program. Our participants receive short-term job training, credentials and full-time employment opportunities. This program is a U.S. DOL approved group sponsored apprenticeship program.*

**Interested in a career at DiverseNote? Email us about your interest with a copy of your resume.**  
[mobility@diversenote.com](mailto:mobility@diversenote.com) or fax to 888-552-1399.