New Jersey Business Innovation Network (NJBIN)

Co-Director, State of New Jersey Technology Talent Network

Position Description

Summary:

NJBIN, the NJ Business Innovation Network, is immediately hiring a Technology Talent Network (TTN) Co-Director, one of two part-time positions, who will be responsible for the establishment and administrative oversight of a network of resources in order to strengthen the IT workforce at employers throughout New Jersey. This position has been created as a result of funding received from the NJ Department of Labor and Workforce Development (LWD), and will work in close collaboration with a TTN Co-Director that will be hired by the New Jersey Institute of Technology (NJIT). Resources include: NJIT, NJ LWD, state and local workforce development agencies, educational institutions (high schools and 2 and 4 year colleges), job seekers, community based organizations, and industry associations.

NJBIN is a collaborative network and cluster of business incubators, accelerators, co-working spaces, innovation parks, and entrepreneurship support programs that are located throughout the State of New Jersey. NJBIN works in partnership with the private sector, government, academia and trade associations, and its members are affiliated with New Jersey’s leading higher education institutions, community colleges, government agencies, and non-profit and for-profit organizations.

Primary responsibilities of this position, in conjunction with the second TTN Director include:

1. Serve as a key source of intelligence about New Jersey’s IT workforce needs
2. Provide Rapid Response Workforce Services to Jobseekers
3. Support other Talent Network Directors as they build high-quality employer-driven partnerships between employers, educational institutions and workforce organizations in three regions of the state

Tasks include but are not limited to:

1. Partner with the second TTN Director in the execution of all Talent Network grant deliverables.
2. Convene an IT and join other Talent Network roundtable discussions with employers and report findings to LWD labor market analysts and staff bi-monthly.
3. Revise and maintain a website, now branded as NJ Technology and Entrepreneurship Talent Network, and create a presence on social media (with a focus on LinkedIn) to disseminate industry intelligence and labor market information to job seekers, students, employers and education and workforce stakeholders.
4. Liaise with the TTN partners to maintain an understanding of current and future regional workforce competencies, gaps, and barriers related to IT professions and disseminate this information through the network.
5. Facilitate the coordination of activities of Talent Network members as well as with other Talent Network Directors throughout the State of New Jersey.
6. Coordinate development of sustained public and/or private funding for the initiative beyond the term of the grant.
7. Synthesize and disseminate information to coordinate and lead projects to accomplish stated goals and handle internal and external correspondence related to Talent Network.
8. Assist with preparation of requisite project reports; maintain records in keeping with grant requirements to ensure that all reporting deadlines are met.
9. Define and implement the appropriate change management plan and measures to engage stakeholders.
10. Ensure that all appropriate staff, at all levels of government, and at all partner agencies/educational institutions, have been trained in skill requirements for IT positions; understand the career pathway potential for IT professionals; and are familiar with all training opportunities for IT positions.

11. Coordinate the relaying of New Jersey employers’ IT skill/knowledge requirements to High School, 2-year and 4-year educators so curricula are updated and career pathways designed.

Additional Functions:

1. Provide feedback to LWD in the identification of industry-valued IT credentials upon request.
2. Provide feedback to LWD in the development of career awareness materials upon request.
3. Host an annual, one-day industry workforce summit to bring together education, workforce and employers to identify opportunities for partnerships and to highlight high-quality partnerships.
4. Create and lead a new “Women for IT (WFIT) Affinity Group” designed to maximize the likelihood that women enter IT career pathways and climb company success ladders which involves pursuing IT degrees/credentials and eventually qualify for corporate leadership.
5. Create a network and appropriate electronic system to collect, disseminate and communicate sector economic and workforce information.

Other duties as assigned in support of the project, with clients, State of NJ and partners. This position requires regular communication with and travel to companies, other educational institutions and other state agencies.

Essential Characteristics:

1) Initiative: Independently takes action to influence events. Offers own ideas for improvement to promote the goals of the organization. Seeks feedback from appropriate persons on the effects of actions. Identifies a problem, obstacle or opportunity and takes action to address current or future problems or opportunities, within the scope of position as authorized.

2) Innovative Thinking: An effort to improve performance by doing new things. It can include the introduction of an innovative procedure unknown in the work unit or at the University, but known elsewhere. It can also include the invention of techniques and methods, the ability to go beyond the conventional, and a willingness to try out different solutions. At the higher levels, it is the ability to champion innovation and encourage new ideas from employees.

3) Professionalism: Conducts oneself at all times in an ambassadorial, committed, and personable manner demonstrating respect for the position, fellow colleagues, departmental integrity, and the university’s best interest.

4) Relationship Building: Establishes rapport and develops and maintains a network of substantive contacts and nurtures those relationships.

5) Quality Assurance /Attention to Detail: Accomplishes tasks through concern for all areas involved, no matter how small. Shows concern for all aspects of the job. Accurately checks for processes and tasks and follows up in a timely manner with appropriate persons. Has the desire to see things accomplished logically, clearly, and well. This takes various forms including monitoring and checking work or information, insisting on the clarity of roles and duties, and setting up and maintaining information systems.
6) Results Orientation/Project Management: Works to achieve desired policy and program outcomes. This includes setting goals and priorities to maximize the use of resources available to consistently deliver results against departmental objectives.

7) Teamwork and Collaboration: Implies the intention to work cooperatively with others, to be part of a team, and to work together, as opposed to working separately or competitively. Teamwork and collaboration may only be considered when the subject is a member of a group of people functioning as a team, generally where he/she is not the leader. "Team" is broadly defined as any task or process-oriented group of individuals. Working effectively in teams and/or outside the formal lines of authority to accomplish organizational goals; taking actions that respect the need and contributions of others; contributing to and accepting consensus; subordinating own objectives to organization or team.

8) Analytical Thinking/Problem Solving: Able to understand a situation, issue, problem, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step method. Commits to actions after identifying alternative methods that are based on logical assumptions and information. Takes into consideration resources, constraints, organizational values, and changing environments.

9) Verbal and Written Communication: Expresses ideas effectively in individual and group situations adjusting style and methods to the specific needs of the audience.

**Prerequisite Qualifications:**

Bachelor's degree required in a discipline such as management or IT related area.

Professional experience in the areas of IT including project coordination, consulting, and building relationships between independent entities

This position requires regular travel and communication with clients. Driver's license required.

At the university's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the university an equivalent combination of education and experience specifically preparing the candidate for success in the position.

**Preferred Qualifications:**

Advanced degree such as Master's or Ph.D. preferred

Knowledge of the IT profession acquired via first-hand experience in the spectrum of IT hardware, software and web development functions in both large and small companies.

Knowledge via first-hand access to IT innovators or those who have founded start-up ventures focused on developing digital tools designed to solve problems and that are transferable to other industry sectors covered by the universe of NJ Talent Networks would be helpful.

Knowledge of academia.

**Interested applicants should apply, via email only, to Anne-Marie Maman, Secretary/Treasurer of NJBIN and Executive Director Princeton Entrepreneurship Council at amaman@princeton.edu**