Registered Apprenticeship Support Specialist
(Contractor)
Job Description

Who are we?

CareerWise Colorado is a nationally recognized initiative that is reshaping Colorado's workforce through innovative, business-led youth apprenticeships. Our apprenticeships enable Colorado businesses to fill high-demand positions, develop their future workforce, and achieve a positive return on their training investment. At the same time, these apprenticeships open doors for high school students to attractive, well-paying careers and post-secondary education. Our growing youth apprenticeship system has captured the attention of business, education, and government leaders across the state and country.

The Role

The Apprenticeship Registration Support Specialist reports to the Customer Success team and is responsible for completing USDOL apprenticeship registrations on behalf of our employer partners. As CareerWise functions as the sponsor for Registered Apprenticeships for our business partners, this position requires both customer-facing consultative support and high detail orientation adhering to requirements set forth by the USDOL, data collection, data entry, and guiding others to understand registration requirements.

What You’ll Do:

- Become familiar and proficient with the CareerWise process for registering an apprenticeship.
- Provide effective consultative support to our employer partners, making their registration experience streamlined and straight-forward.
- Complete, document and file registration paperwork in alignment with CareerWise recommendations and employer preferences.
- Research and advise on various elements of the registration, such as wage schedule and related instruction.
- Ensure consistent, professional and thorough communication within the CareerWise team and with all CareerWise employer partners.
- Advise on process improvements.
- May perform other duties as assigned.

Required skills and competencies:

- Extreme eye for detail, and procedurally driven
- Customer support in B2B context
- Planning and execution
- Strong commitment and follow through
- Ability to perform well under pressure and within timelines
- Critical thinking and problem solving
- Strong desire to learn and become an expert
- Can strike balance between proactive and reactive thinking
- Diplomacy
- Independence, self management
● Opportunity identification
● Ability to apply appropriate communication situationally
● Demonstrates diverse lived experiences and can honor and appreciate those of others
● Passionate about the CareerWise mission

Compensation & Benefits: $25-30 per hour during training (2 weeks, at approximately 20 hrs/week), then paid on a per registration basis.

Work Schedule: Project-based and variable. Part-time, up to 20 hours per week.

Sound interesting?

Click on this link to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org.

Deadline to apply: January 4, 2020