



Intake Coordinator PT

The **Intake Coordinator** collaborates closely with both student participants and project staff to capture timely, relevant, and accurate student data to ensure that students are on task in attaining their goals and project deliverables are met.

RESPONSIBILITIES INCLUDE:

Intake

- Contact prospective students and set-up appointments to screen for program eligibility.
- Collect and verify necessary documents.
- Administer student assessments.
- Enter student data in program database.

Data Management

- Create, maintain, and update student records.
- Track/monitor student internship hours.
- Submit reports on a monthly basis and upon request.
- Participate in the student records auditing process and respond to any audit findings.

Recruitment and Retention

- Conduct community outreach to recruit participants.
- Conduct program orientation.
- Build relationships with participants to support their learning process.
- Follow-up with student no-shows and address barriers to student reengagement.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Minimum Associate Degree, Bachelor's degree preferred.
- A minimum of two years' experience working with Microsoft Office productivity software.
- Experience with data entry and working with database systems.
- Typing skills.
- Excellent knowledge of office management and filing systems.
- Excellent organizational and time-management skills.
- Excellent interpersonal skills and communication (written and oral) skill.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Intake Coordinator** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range: \$ 21.00 - \$22.28 DOE

Hartford Public Library is an Equal Opportunity Employer.