

## **CAREER SKILLS PROGRAM INSTALLATION ADMINISTRATOR (CSPIA)**

Indtai seeks to fill the Career Skills Program Installation Administrator position at Schofield Barracks, HI under a contract with the United States Army Continuing Education Support Services.

The CSPIA offers employment skills training opportunities to Soldiers or occasionally other service members preparing to transition from military to civilian employment through providing program planning, administrative/logistical support, and reporting within their area of responsibility in direct support of the Army's Career Skills Program (CSP). CSPIAs coordinate with garrison-approved CSP employers, professional associations, unions, industry leaders, education and training providers to promote opportunities for transitioning Soldiers to yield high-value jobs or careers; from initial concept to establishment of a partnership and execution, with minimal or no cost to the government.

### **Qualifications**

- Bachelor's degree in any area of study from a college or university that is accredited by a national or regional accrediting agency recognized by the U.S. Department of Education is required.
- Requires strong communication, briefing and technical writing skill with knowledge in a wide variety of military personnel areas such as: transition processing, military benefits, VA benefits to include educational benefits for Soldiers and Family Members; retirement or separation issues.
- Department of Labor familiarity and knowledge of workforce development funding.
- Customer services skills required.
- Must be knowledgeable about Military Occupational Specialties (MOS), curriculum and instruction for education and training programs, and utilization of various types of occupational information and resources to include the Department of Labor Occupational Outlook forecasts for employment industries, interest inventories, career planning and development to include approaches, program coordination, and use of educational and community resources and vocational systems.
- Good command of the English language which includes the ability to read, write, understand, and clearly and effectively communicate the language.
- NACI clearance is required.

### **Skills**

- Customer service oriented
- Good time management
- Team player
- Excellent verbal and written communicator
- Computer proficient
- Records management
- Data Analysis and Reports
- Information and referral
- Scheduling
- Marketing and Outreach

Note: Career Skills Program Installation Administrator personnel are EXEMPT to the Services Contract Act. Career Skills Program Installation Administrator (CSPIA) (SCA EXEMPT, DOL Title & Description is: Education Counselor).

**Indtai, Inc. ([www.indtai.com](http://www.indtai.com)) is an Equal Opportunity Employer**

***Interested candidates may send resume to: [jwilson@indtai.com](mailto:jwilson@indtai.com)***