

JOB DESCRIPTION EXAMPLES



APPRENTICESHIP AND TRAINING REPRESENTATIVE

As an Apprenticeship and Training Representative, you will promote the Department of Labor's Registered Apprenticeship system to help industries meet their demand for a skilled workforce. You are expected to initiate contact with employers, employer associations, and labor organizations to provide guidance and make program recommendations that align with national apprenticeship standards. Apprenticeship is the first choice in training for hundreds of professions and you will play a key role in engaging our partners as they develop new and innovative Registered Apprenticeship programs.

UNEMPLOYMENT INSURANCE PROGRAM SPECIALIST

As an Unemployment Insurance Program Specialist, you'll perform a variety of specialized assignments, including developing interpretations of Federal legislation for Federal and state Unemployment Insurance (UI) programs and reviewing state legislation for conformity with Federal UI requirements.

WORKFORCE ANALYST

As a Workforce Analyst you may conduct studies that solve problems related to workforce development, and provide recommendations for new policies, programs and activities. You may be working with a particular industry to find out what skills workers need to enter good jobs in that field. You could be working to guide and help manage successful employment programs for youth. You might be implementing programs that help individuals living in poverty to gain job experience and enter careers that offer the promise of a brighter future.

GRANTS MANAGEMENT SPECIALIST

As a Grants Management Specialist, you will have the opportunity to perform a full range of Federal grant assistance services including active participation in grant planning, selection, negotiations, awards, and administration.

EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR

200 Constitution Ave., NW
Washington, DC 20210
202-693-2700
<http://www.doleta.gov>



THE EMPLOYMENT AND TRAINING ADMINISTRATION TEAM OPPORTUNITIES ARE OPEN

The U.S. Department of Labor's Employment and Training Administration (ETA) is an agency dedicated to meeting the diverse needs of our nation's workers and employers. What does this mean exactly? ETA funds, designs, and develops training and employment programs that give workers the tools they need to enter careers in growing industries and meet the workforce needs of employers. Opportunities are Open for you to join them. *Read on.*



U.S. Department of Labor
EMPLOYMENT AND TRAINING ADMINISTRATION



GOOD JOBS

A good job? It's respect, a fair wage, healthcare, and the ability to work and raise a family. ETA works with employers, workers, and unions to ensure that American jobs deliver on this promise. We design, develop, and implement job training opportunities for dislocated workers, at-risk youth, workers with disabilities, veterans, and many others. We are playing a major role in improving the lives and livelihoods of individuals by developing career pathways to today's most in-demand jobs.

GREEN JOBS

Everybody is talking about it — the “green collar revolution” — with good jobs that reduce America's dependency on oil and use renewable resources to power our nation. Good jobs that build and support a healthy environment. Good jobs that require new skills training and new focus. A new national commitment and substantial Federal funding make green jobs a top priority for ETA.



OPPORTUNITIES ARE OPEN FOR EVERYONE

In an effort to continue our commitment to diversity and inclusion, we have rewarding career opportunities for just about anyone excited by our cause. The expertise and perspective you've gained through your education, internships, professional experience, and volunteer background are welcome here. We're looking for those with the skills to lead people and to manage projects. We're looking for team players, too. Are you a good communicator? Are you undaunted by a fast-paced, ever-changing work environment? Then there's a place for you at the ETA.

A MESSAGE FROM ASSISTANT SECRETARY FOR EMPLOYMENT AND TRAINING JANE OATES

“We are looking for exceptional individuals to join our team. Workers and employers nationwide count on the Employment and Training Administration to deliver top-notch, publicly funded training programs that prepare Americans for good jobs that meet the skill needs of growing industries. When times turn tough, workers look to the services we provide to get back into the workforce quickly. The Employment and Training Administration has a wide variety of career-track jobs that we need to fill with dynamic, enthusiastic professionals. Get involved in reshaping America's workforce. Make a difference in the lives of workers nationwide. Opportunities are Open at ETA. Join us in our mission of creating Good Jobs for Everyone.”



YOUR JOB

Opportunities are Open at ETA. We're looking for energetic, innovative people who want to work for a dynamic, mission-driven organization and who reflect the demographic profile of the everyday people we serve. Looking for a job with challenges and rewards? Want to serve a noble cause? The U.S. Department of Labor's Employment and Training Administration may be the place for you. Log onto <http://www.dol.gov/howtoapply> or contact ETA Human Resources staff at 202-693-3922, or etavacancy@dol.gov.