



Finding a Consultant for CTE Data Unlocked Projects

In addition to the CTE Data Unlocked Expert that has been assigned to each college to provide ten hours of free assistance, a LinkedIn group has been created so that California community colleges can post requests for consulting support for other data-related projects funded through CTE Data Unlocked. This unvetted clearinghouse creates a marketplace where colleges can connect with possible consultants.

Joining the LinkedIn Group

- Find the group:
 - Go to: <https://www.linkedin.com/groups/7064517>.
 - Enter your login credentials.
 - Or*
 - Go to www.linkedin.com and click “Sign In” in the top right corner.
 - Enter the credentials for your LinkedIn account and click “Sign In.”
 - Search for “Technical Assistance for CTE Data Unlocked”
- On the right-hand side, click “Ask to join.”
 - Once we approve your request, you’ll have access to the group.

Accessing the LinkedIn Group

- Go to www.linkedin.com and click “Sign In” in the top right corner.
- Enter the credentials for your LinkedIn account and click “Sign In.”
- In the top navigation panel, hover your mouse over “Interests” and select “Groups” from the drop-down menu.
- In the top left corner, click on “My Groups” and then select “Technical Assistance for CTE Data Unlocked.”

Guidelines for Using This Space

Community Colleges

Posting a Conversation

- On the group page, in the box titled “Start a conversation with your group,” click “Enter a conversation title.”
- Enter a conversation title and, in the main text box, start a conversation, ask a question, or post a link to share.



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- Conversations should promote discussion about common CTE data integration needs. Conversations about other topics may be removed by group moderators.

Posting a Job

- On the group page, in the box titled “Start a conversation with your group,” click “Enter a conversation title.”
- Click “Share a job.”
- In the text box that reads “Share a job with your group,” enter a brief description of your job. Some sample job descriptions include:
 - “Looking for Consultant to Help with Code Clean Up”
 - “Need Training for Faculty on LaunchBoard”
- In the main text box that reads “Add a link to the job to let your group know more about the opportunity,” include the details of the job including the work location, timeline, budget, and the contact information for the position.
- Keep in mind that when you include your email in a job posting, it will be visible to all members of the group. You may consider creating a new email address to field interested candidates, or ask consultants to reply with a specific subject line (such as, “Application for Full-Day LaunchBoard Training”) in order to manage email responses.

Consultants

Expressing Interest in a Project

- From the group page under “Start a conversation with your group,” click the “Jobs” tab.
- If you see a job that interests you, contact the person listed in the job description with a copy of your resume.