

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Job Development & Placement Specialist

Department: Business and Workforce

Location: SJCC

Date: 3/15/2017

POSITION PURPOSE

Under general supervision of a Dean or assigned administrator, provides specialized support and service to the job development and job placement program. Administers day-to-day activities such as soliciting employer interest and involvement in the employment of students and graduates, orienting students to the services provided, developing skills in student job seekers, posting and tracking opportunities and providing general office support.

DISTINGUISHING CHARACTERISTICS

The Job Development & Placement Specialist provides technical employment and job search services for students. Advancement to this position requires competency in pre-employment activities such as instructing students on job search skills and resume writing, researching and locating employers with potential job offerings, and matching student backgrounds with jobs.

KEY DUTIES and RESPONSIBILITIES

1. Establish and maintain temporary, full-time, part-time, and graduate job banks consisting of employer information and job specifications. Maintain and continually update job orders by category. Distribute job orders to appropriate departments to stimulate student awareness and interest.
2. Contact prospective employers by telephone and in-person to set up recruitment profiles. Schedule and visit various employers to identify potential positions for students and promote the College's job placement service.
3. Receive inquiries from students regarding employment and volunteer opportunities. Provide orientation on the nature of employment opportunities listed through the College.
4. Prepare, schedule, and deliver workshops and classroom presentations on job search techniques, resume writing, and interviewing skills. Provide individual consultations in these subjects for students by critiquing and advising students on preparation of resumes, approaches to interviews, and research of employers.
5. Work with counseling and other College resources so students can conduct career assessments. Assist counselors with matching students to jobs based on interest and aptitude.
6. Participate in organizing and attending job fairs. Publicize, seek out and make arrangements for job fair presenters, and arrange for other similar activities.
7. Refer students to suitable employment off campus volunteer opportunities and/or internships and coordinate referrals and services with specially-funded work programs.
8. Assist in the development of job preparation activities.
9. Maintain and update office procedures and inform appropriate staff of changes in District, State or Federal rules and regulations affecting student employment and job programs.

10. Periodically evaluate office procedures and prepare recommendations for enhancing efficiency of work flow.
11. Compile statistics and other data for special reports. Routinely prepare reports on referrals, job placement transactions, retention, and success rates. Assist with local labor market surveys that identify potential employment opportunities and rates of pay.
12. Ensure the equal and fair treatment of all student applicants for and recipients of job placement assistance including those with language difficulties and disabilities.
13. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Generally accepted personnel management practices, including fair employment practices and laws.
2. Recruitment and employment techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity.
3. Job search process, resume preparation, and interview strategies.
4. Occupational terminology, occupations and basic requirements for jobs.
5. Publicly funded job and training programs.
6. The rules and regulations governing student employment.
7. Modern office practices and procedures including the operation of office equipment, computers and related applications.
8. Sufficient interpersonal skills to convey technical concepts to others and to deal with sensitive and confidential information.
9. Language, grammar and writing skill to prepare professional correspondence, position advertisements, and informational brochures.

Skills and Abilities:

1. Interpret the policies, procedures, techniques, and rules governing student employment and job placement at the college.
2. Prepare professional correspondence for routine communications.
3. Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
4. Maintain up-to-date files and ensure security and confidentiality of employment information.
5. Establish and maintain a service open and accessible to all students.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Work independently in the absence of supervision.

Education and Experience:

1. Associate's degree from an accredited institution.
2. Two years of progressive experience in an employment or human resources office.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Position requires the ability to sit for extended periods of time with intermittent walking, standing, reaching, and occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize people, words, and numbers. Requires sufficient hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations. Ability to travel to off-site locations for meetings and presentations.

Date Approved: 8/21/03 reclassification meeting
Salary Range: 84
EEO Category: 2B3 – technical/paraprofessional