



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Job Placement Specialist -Short term hourly (Temporary)

SALARY: \$25.63 Hourly

DEPARTMENT: Student Life

**OPENING
DATE:** 04/01/21

**CLOSING
DATE:** 04/19/21 11:59 PM

18

STH - Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Resume, Transcripts Confirming all Course work

DESCRIPTION:

Under the direction of the Director of the Job Placement Center provides ongoing comprehensive assistance to students, alumni and members of the community in obtaining employment and job seeking skills to be instrumental in the participants success in retaining gainful employment and internships; conducts a variety of activities including solicitation of employer interest and involvement in the employment of students and graduates; orients students to Job Placement services, promoting skills in job seekers, promoting the college and programs offered to the community, providing general office support, and performing other related duties as may be assigned.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Provides comprehensive assistance to general and technical program students, graduates, and members of the community in developing a plan to succeed in their job search activities; advise students/community job seekers of the necessities required to succeed in securing employment. (E)
- Works collaboratively with various on-campus and third party training resource programs. (E)
- Assists students/community job seekers with writing resumes in order to attain quality representation to potential employers; provides individual consultations to job seekers by critiquing and advising job seekers on the preparation of resumes and interview

techniques; researches employer and labor market information to determine employment opportunities and advises job seekers accordingly. (E)

- Contacts prospective employers to establish recruitment profiles and process specification forms. (E)
- Using Banner, verifies students financial aid and enrollment status prior to processing student employment request forms (SERF'S). (E)
- Verify all I-9 documentation and required information prior to processing SERF'S; processes SERF'S utilizing a special data base. (E)
- Prepares reports from various data bases to reflect status of student employment, on and of campus employment opportunities, and the participant's office. (E)
- Screen applicants to determine qualifications for job order; arrange employer interviews for job seeks; advise job seekers regarding employer expectations. (E)
- Coordinate and conduct job fairs on campus; markets the event on and off campus; recruits employers, community and campus resources to benefit the community/student participants; arranges for individual on campus recruitment/interviews for employers; participates in local and community off campus job fair events, business development, programs, and seminars. (E)
- Participates in the hiring, training, scheduling, and providing work direction to student and hourly workers.
- Maintains and updates office procedures and informs appropriate staff of changes in District, State, or Federal rules and regulations affecting employment and job programs.
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to: an Associate's degree and two years experience in the fields of job development, personnel or placement.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license

KNOWLEDGE OF:

- Tracking and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic math
- Modern office practices, procedures and equipment.
- Proper reception and telephone etiquette.
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills.

ABILITY TO:

- Perform a wide variety of office assistance with minimal guidance and supervision.
- Operate office equipment and computer terminals including related office support software.
- Apply rules, policies, and procedures.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with the public and district staff.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, students, faculty, administrators, off campus employers, community businesses, and the general public.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting.
- Dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

- Normal office environment.
- Some travel is required to perform in and out of the College District boundaries.

OTHER INFORMATION:

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 1. **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**
 2. All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 3. If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 4. Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 5. For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.

- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

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Position #RN20-50
JOB PLACEMENT SPECIALIST -SHORT TERM HOURLY
(TEMPORARY)
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