

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

EMPLOYMENT OUTREACH SPECIALIST

Salary Range 13

BASIC FUNCTION:

Under the direction of the Director, Job Placement Center, provides assistance to the general population, the technical program students, the graduates, and the community at large in developing jobs in the career direction of the students as well as the general job market; develops jobs that reflect the curriculum of established courses and new courses as they are created; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Promotes the use of AVC's Job Placement Center services including job analysis, job development/placement assistance to employers. (E)
- Assists in assessing the employment needs of employers within the region. (E)
- Contacts and develops relationships with local business industries, government and educational institutions to determine the level of interest in performance-based training as well as no-training solutions. (E)
- Responds to the needs of employers for fast, flexible, on-site assessment of employer needs. (E)
- Participates in local/community events such as job fairs, business development programs and chamber events. (E)
- Maintains high quality representation to employers and the community at large. (E)
- Provides tracking of jobs developed and placements of those jobs.
- Advises job seekers of the results of positions applied for and interview feedback. (E)
- Maintains communication with case managers or agents from a wide range of funding sources. (E)
- Attends and participates in training workshops, as needed. (E)
- Displays a commitment to the AVC philosophy. (E)
- Provides reports to Director of Job Placement. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Graduation with an Associate's degree and two years related experience.

KNOWLEDGE OF:

Knowledge of modern office practices and technology;
Proper English usage, grammar, punctuation and spelling;
Business letter writing and report writing;
Basic mathematics.

ABILITY TO:

Maintain confidentiality in all matters as appropriate;
Learn, interpret and apply rules, policies and procedures;
Plan, organize and prioritize daily assignments and work activities;
Communicate effectively in written and oral form;
Deal tactfully and effectively with clients, students, faculty, staff, business, and the general public;
Maintain accurate and well-organized records;
Use computers for data and word processing;
Operate and maintain a variety of office equipment as necessary in the performance of daily activities.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, faculty, staff, regional and local employers, students, 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.

WORKING CONDITIONS:

Normal office environment.