

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

WORK STUDY/WORK EXPERIENCE SPECIALIST

Salary Range 15

BASIC FUNCTION:

Under the direction of the Director of Job Placement plans, organizes, and coordinates operations and administration of the Work Experience/Work Study Programs; 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 and work experience/work study placement assistance. (E)
- Coordinates work study/work experience programs with the support of CalWORKs, Welfare to Work, Gain, and Federal Work-Study. (E)
- Assists in the evaluation and maintenance of the students in their career direction. (E)
- Maintains and provides access to records, files, reports and resource materials pertinent to Work Study, Experience and CalWORKs programs. (E)
- Coordinates with government and other agencies in a timely and efficient manner to meet designated timelines. (E)
- Develops labor market information that encompasses the region in order to make qualified judgments for students' career direction. (E)
- Participates in local/community events such as job fairs, business development programs, and chamber events; maintains high quality representation to employers and community at large. (E)
- Maintains communication with various case managers from a wide range of funding sources. (E)
- Attends workshops and training as required.
- Displays a commitment to the community college philosophy. (E)
- Operates office equipment and computer terminals including related office support software. (E)
- Maintains records and prepares reports. (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 experience in the fields of job development and personnel development; experience with software for letter writing and record keeping; experience with public contacts.

KNOWLEDGE OF:

Education Code as it pertains to work experience, career development and job placement

ABILITY TO:

Deal tactfully and effectively with public and other district staff when providing information.
Establish and maintain cooperative and effective working relationships with others.

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

CONTACTS: Co-workers, CalWORKs personnel, other departmental personnel, community member, organizations, businesses, faculty, staff and students.

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.