

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

JOB PLACEMENT SPECIALIST

Salary Range 18

BASIC FUNCTION:

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 training programs including CalWORKs, WIA, ATTAIN, CARE, GROW, and STEP. (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 seekers; 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.

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.