

**STUDENT EMPLOYMENT COORDINATOR**

| **Reports to:**  | Program Manager, Employment Services |  |  |
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| **Dept:** | Career Studies and Services | **Range:** | 26 |
| **FLSA:** | Nonexempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, lead and participate in the work of planning and implementing the delivery of student employment services to students and alumni, including job search and work skills training. Perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Collaborate with Career Center faculty and staff to implement and monitor a case management approach to delivering career readiness and employment preparation services to credit students.
2. Assess students for employment readiness; assist students with preparing for interviews and editing employment related materials; schedule students for counseling appointments, workshops, orientations and special events; refer students to appropriate Career Center work­shops, placements and/or community resources.
3. Coordinate student employment programs for the district through collaboration with employers, faculty, staff and students; act as a liaison between the student employ­ment program and other departments, businesses, governmental agencies or other educational institutions; ensure students meet eligibility as student workers and compliance with federal and state regulations and district policies and procedures.
4. Develop and maintain proactive relationships with local employers, city and county govern­ments and community groups in order to build employer database, job postings and funding opportunities; disseminate infor­mation regarding posting jobs and participation in Career Center services and events; develop and maintain mailing and contact lists.
5. Develop and conduct presentations and workshops related to employment opportunities, employment skills and to promote department services.
6. Recruit students, faculty and employers to participate in student employment and related events; work with students to find placements related to career objectives; match student workers to jobs related to their majors; orient students to student employment program expectations and requirements.
7. Act as employer primary point of contact; answer and resolve employer issues; assist with developing and implementing a student work performance assessment program.
8. Coordinate logistics of employment opportunity fairs and Career Center events; lead and liaison with event participants; prepare and produce promotional materials.
9. Solicit employers for job postings and participation in Career Center events; coordinate employment and discipline fairs with faculty; evaluate the effectiveness of outreach efforts.
10. Maintain employer tracking and employment databases; ensure database integrity and maximize automatic processes.
11. Post and publicize employment opportunities through a variety of means; administer database applications for employment; maintain placement data, including conversions of work-based learning opportunities to permanent employment.
12. Represent the college or department at events, such as college and job fairs, orientation programs, business and community events and outreach events; serve as lead for job fairs, industry fairs, and Career Center student/employer events.

**OTHER DUTIES:**

1. Compose and coordinate publication of departmental brochures, newsletters and other informational material related to student employment, employer outreach, and employer recruitment; research, develop and write materials such as news releases, fact sheets, flyers, bro­chures, newsletters, presentations and speeches; develop and implement distribution strate­gies.
2. Maintain and update a variety of department and program-related websites and social media accounts.
3. May provide work direction to student and temporary workers.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Career Studies and Services programs, services, goals, objectives, policies, procedures and practices.
2. Career and occupational resources, trends and opportunities.
3. Research methods and data analysis techniques.
4. State, federal and district employment and work study rules, regulations and other applic­able laws.
5. Direction and goals of a community college student employment program.
6. Policy and procedure development.
7. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
8. State, federal and campus employment and work study rules, regulations and other applicable laws.
9. Modern office practices, procedures and equipment including computers and applicable database and software programs.
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
11. Basic principles and practices of employee supervision.
12. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Assign and review the work of student workers and temporary staff.
2. Plan and implement programs and activities in assigned Instructional/Student Services area.
3. Meet with students to determine employment readiness, preparation needed, and eligibility as a student worker.
4. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
5. Set priorities and exercise independent judgment within areas of responsibility.
6. Understand, interpret, explain and apply applicable laws, codes and regulations.
7. Communicate effectively, both orally and in writing.
8. Maintain confidentiality of district and student files and records.
9. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
10. Represent the district effectively in public settings.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in a relevant field and one year of related work experience in student employment services; or graduation from an associate degree program and three years of related work experience in career services; or an equivalent combination of training and experience. A bachelor’s degree is preferred and may be required to advance to higher levels in the class series.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to student workers and temporary support staff.

**CONTACTS:**

District administrators, faculty, staff, students, employers, community organizations and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending, stooping or crouching; occa­sional light lifting, carrying, pulling and/or pushing of objects weighing up to 25 pounds; ability to travel and/or drive to various locations on and off campus as needed to conduct district business; ability to work at a computer station for extended periods on an as-needed basis, involving light, repetitive use of hands, wrists and forearms; ability to view small-font words/ symbols on a computer monitor for extended periods.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established dead­lines and changing priorities.

**WORKING CONDITIONS:**

Primarily indoor office learning center or classroom environments; subject to frequent contact and interruptions by individuals in person or by phone; intermittent exposure to angry and/or verbally aggressive individuals; may be required to work evening hours on an as-needed basis; may work at any district location.