

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: STUDENT EMPLOYMENT SPECIALIST (NURSING)**

#### **BASIC FUNCTION:**

Under the direction of the Director of Nursing Education and/or specific project director, develops employment opportunities for students enrolled in the Imperial Valley College Nursing Programs by working with local, regional and state healthcare agencies, and healthcare employers. Markets Imperial Valley College Nursing Programs to prospective employers and makes follow-up contacts after placement. Works with students to provide support and guidance for obtaining their employment goals.

#### **REPRESENTATIVE DUTIES:**

Develop employment opportunities that correspond with the Imperial Valley College Nursing Programs.

Receive job orders; verify job openings.

Maintain and update job announcement boards and enter jobs on appropriate computer programs.

Assist students with job readiness, job search techniques, resume development, job applications, interviewing techniques, and scheduling of interview appointments.

Organize and offer on campus nursing career fairs in fall and summer semester.

Evaluate needs of both students and employers for appropriate job matches.

Provide support for students engaged in job search activities.

Assist in the development and delivery of seminars on job related topics, including job search workshops.

Works with local employment services agencies to coordinate the placement of students in employment positions.

Compile, maintain, and update market information relating to local and state demand occupations, their wages, required training, and employment possibilities.

Participate in the preparation of job-related forms, pamphlets, and correspondence.

Represent the IVC Nursing Programs, as requested, in job-related functions with the healthcare industry, business, government, and community agencies.

Maintain a variety of statistical and narrative records and reports, including program specific reports as required.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

Principles, practices and procedures for job development and placement.

Imperial County healthcare employers and employment opportunities.

Federal, state and local employment development programs.

Labor market data and trends.

Job search techniques.

Employment interviewing and resume development techniques.

Counseling techniques.

Record-keeping techniques.

Operation of a personal computer and data entry techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communications skills.

Telephone techniques and etiquette.

**Ability To:**

Develop and coordinate an effective nursing job development and placement program.

Develop and maintain a working relationship with project-specific personnel both on campus and off campus.

Communicate with healthcare employers concerning existing and potential employment opportunities.

Develop and monitor on-the-job training contracts.

Establish and maintain cooperative and effective working relationships with students, college staff, employers, community organizations and government agencies.

Interview students and evaluate employment needs and qualifications.

Instruct students in work readiness, employer expectations, and job search techniques.

Provide information and assistance concerning job placement.

Plan and organize work to meet schedules and timelines.

Maintain records and prepare statistical and narrative reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively and with sensitivity to students with learning disabilities and to those of diverse, socio-economic, cultural, ethnic and academic backgrounds.

Operate a personal computer to enter data, verify and maintain records, and generate reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course in social services, business or related field or nursing or three years paid work experience in the development of job related activities, placement and/or related support services.

**OTHER REQUIREMENTS:**

A valid California Driver's License.

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent contact in person and on the telephone with college personnel, students, and representative of the healthcare industry and businesses, external funding agencies and community or professional organizations. Frequently must travel to other offices or locations to attend meetings or conduct work.

**PHYSICAL DEMANDS:**

Typically must sit for long periods, use hands and fingers to operate a computer keyboard, read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person. In addition must regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.