

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: STUDENT EMPLOYMENT SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Area Administrator or assigned supervisor, prepares students for and develops employment opportunities by closely working with instructors, students, employers, employment agencies, and job placement resources. Markets Imperial Valley College programs to prospective employers and provides follow-up monitoring after placement. Works with students to provide support and guidance for obtaining their education, training, and employment goals.

#### **REPRESENTATIVE DUTIES:**

Develop off-campus employment opportunities that correspond with IVC's education and training.

Receive job orders; verify job openings; maintain and update job announcement boards and enter jobs on appropriate computer programs.

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

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

Provide support for students engaged in job search activities.

Monitor students' activities in terms of attendance, preparedness for job qualifications, and employment readiness.

Conduct periodic site visits to evaluate student progress with employer.

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

Serve as a member of the IVC team to assist students and vocational education instructors across all programs.

Work with One Stop area partners, particularly Cal Works, EDD, WIB, and ICOET to coordinate the placement of students in employment positions.

Access local EDD CalJobs program, making matches for student employment.

**REPRESENTATIVE DUTIES: (continued)**

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 to include all required documents.

Represent the College, as requested, in job-related functions with business, government, and community agencies.

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Business and Industry

Basic technology/terminology

Principles, practices, and procedures of job development and placement

Imperial County employers and employment opportunities

OJT contracts

Labor market data and trends

Job search techniques

Employment interviewing and resume development techniques

Vocational/occupational/career technical education/academic advising techniques

Record-keeping and report preparation 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 job development and placement program.

Contact community business and organizations to develop employment opportunities.

Communicate with employers concerning existing and potential employment opportunities.

Develop and monitor on-the-job training (OJT) contracts.

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

Assist in individualized instruction in a computer-based learning environment.

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

Interview students and evaluate employment needs and qualifications.

Provide information and assistance concerning job placement.

**KNOWLEDGE AND ABILITIES: (continued)**

ABILITY TO: (continued)

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 work (preferably in Applied Sciences) or its equivalent in business and industry, social services or related field and documented experience in job development, placement and 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 representatives of the business community, 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, see clearly to 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, and 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.