

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT EMPLOYMENT SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Dean of Student Support Services, develop on and off-campus placements, internships, cooperative work experience and volunteer work; provide students with employment information, job search preparation and referrals to employment sites; assure compliance with fair employment practices and federal work study guidelines..

REPRESENTATIVE DUTIES:

Communicate with students, on-campus departments and others orally and in writing regarding employment. *E*

Develop, coordinate, recruit, mediate, terminate and perform other functions for federal and non-federal jobs according to fair employment practices and federal work study guidelines. *E*

Interview students to determine qualifications and eligibility for employment; provide advice and information to students regarding the preparation of an employment plan based on education, skills and interests. *E*

Communicate with representatives of the District and the business community concerning career placement opportunities and activities with formalized follow-up procedures for job placement with students. *E*

Provide general job search assistance. *E*

Maintain and operate a system for the collection, review and accountability of work study hours. *E*

Complete and maintain required forms including job applications, W-4, I-9 and other forms and documentation as assigned. *E*

Maintain a variety of files, records and reports related to employment services and activities including ledgers of individual federal students' earnings; prepare and submit reports according to established timelines and procedures. *E*

Operate a computer, copier, facsimile, typewriter, calculator and telephone. *E*

Organize and implement various programs and clubs for related to EOPS and other student employment areas. *E*

Determine program eligibility and prepare need analysis for work study applicants; process financial aid applications for students; determine and establish student budgets.

Develop materials to advertise Student Employment Services activities to community and on-campus sites.

Provide employment verification.

Plan and coordinate the annual student worker appreciation event.

Provide training and work direction to student workers as assigned.

Develop and conduct general employment training and other workshops; follow-up on students and others as appropriate.

Attend meetings, presentations and workshops as assigned; conduct workshops as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State and District programs related to job placement.

Labor market information.

Fair employment practices and federal work study guidelines.

Financial and income tax statements.

Policies, rules, regulations, and activities of federal and State student financial assistance programs.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, diplomacy and courtesy.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty.

ABILITY TO:

Communicate with students and others regarding employment.

Assure compliance with fair employment practices and federal work study guidelines.

Operate various office machines including a computer, calculator, typewriter, copier and others.

Make arithmetic calculations quickly and accurately.

Type at an acceptable rate of speed.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Train and supervise personnel.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.
Develop and coordinate an effective job placement program.
Develop and conduct training workshops and presentations.
Evaluate student skills for appropriate job placement.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college with a major in business or related field and two years experience in job development, placement or related area.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and worksite environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information regarding department activities in person or on the telephone.
Bending at the waist.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

APPROVED BY THE GOVERNING BOARD ON June 18, 1997 .