

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INTERNSHIP/JOB DEVELOPER

SUMMARY DESCRIPTION

Under direction of assigned supervisor, develop, coordinate, and implement activities to support internship, job placement, and employment opportunities for students enrolled in Career Technical Education (CTE) programs. Incumbent will implement soft skills and job readiness training for CTE students and develop strategic relationships with faculty, internship sites, and agencies. Participate in providing students, staff, and others with specialized information, training, and assistance related to area of assignment; oversee and participate in providing a wide variety of reference and resource information related to assigned function or program area; and perform a full range of the more complex program support and clerical assistance duties in support of assigned program area. Position is project funded; continued employment is contingent upon funding.

REPRESENTATIVE DUTIES

1. Establish and maintain strategic relationships with faculty, job placement/training agencies, internship sites, and businesses to promote program for participant placement. *E*
2. Conduct job readiness training workshops for CTE students. *E*
3. Research and maintain current job listings and develop resources for students to identify current internship/job openings related to their identified career goal. *E*
4. Gather, analyze and maintain data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs. *E*
5. Participate in the development and implementation of goals, objectives, policies, and priorities for internship/employment program; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures. *E*
6. Develop tools to assist students in assessing their job skills for internships and/or job placements. *E*
7. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations. *E*
8. Responsible for developing marketing tools with events, publications, graphics, and marketing campaigns to promote internship program to various sites, agencies, and to the students. *E*
9. Provide information to students and faculty regarding prospective internship/employment opportunities. *E*
10. Perform a full range of technical, program support, and clerical duties in support of assigned student services program area. *E*
11. Establish and maintain records including student records; maintain complex, interrelated filing systems including confidential files; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested. *E*
12. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments. *E*

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13. Monitor progress of students in assigned program area; provide follow up assistance to students after placement in internship and employment has occurred. *E*
14. Coordinate communication and activities with other District departments and personnel, educational institutions, governmental and private agencies, and the public. *E*
15. Attend professional group meetings and workshops; stay abreast of new trends and maintain a working knowledge of information related to area of assignment.
16. Train and provide work direction to assigned student workers as assigned.
17. Provide assistance to other student services staff as needed.
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
Technical aspects of field of specialty.
Information and research resources available related to areas of assignment.
Work organization and office management principles and practices.
Principles and practices used to establish and maintain files and information retrieval systems.
Basic research methods and techniques.
Basic mathematical concepts.
Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
Interpersonal skills using tact, patience, and courtesy.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
District organization, operations, policies and objectives.
Referral agencies, services, and departments on and off campus may be required for some assignments.

Ability to:

Perform a full range of technical, program support, administrative, and clerical duties involving the use of independent judgment and personal initiative.
Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.
Understand, interpret, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Develop recommendations for problematic areas and implement and monitor changes.
Implement procedures for the day-to-day operations of assigned program areas.
Prepare calendar of events and workshops related to area of assignment.
Coordinate and conduct workshops, seminars, special event, class presentations, orientations.
Assess the interests and aptitudes of participants
Work independently and meet timelines.
Respond to requests and inquiries from students, staff, or the public;
Screen, interview, and assess needs of students and clients.

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Orient students, staff, and public to resources and services related to area of assignment.
Research, compile, analyze, and interpret data.
Implement and maintain filing systems.
Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.
Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.
Establish, review, and revise office work priorities.
Plan, organize, and assign work to meet schedules and changing deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work effectively with minimal supervision.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college with major course work in business administration, behavioral, or social science, or related field; and three years of increasingly responsible experience in job placement or internship development.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.