

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Job Placement Coordinator

**Unit:** Supervisory and Professional

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**Job Code:** D1997  
**Original Date:** 08/2018  
**Last Revision:** 08/2018  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 10

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### **DEFINITION**

Under the direction of a Dean or assigned manager, develop, implement, and administer job placement for students. Lead the job placement functions, including both direct case management and program management, with the aim of expanding and improving job placement outcomes for students in the region. Ensure that the objectives of the program are being met effectively and efficiently, including fiscal management, staff and faculty supervision, and program operations and development. Serve as the liaison to the college and the community.

### **EXAMPLE OF DUTIES**

1. Develop, implement and manage a variety of job placement and work-based learning activities for students, including assessment for job readiness, career exploration, navigation, coaching and/or counseling, and job preparation skills training.
2. Provide direct support to students, including information and guidance about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, including appropriate dress, preparing resumes, and interviewing strategies.
3. Advise students in their preparation to seek employment.
4. Connect students to employers by facilitating interviews, matching students to internship sites, and assisting with job placement.
5. Coordinate with career guidance staff to establish students' goals and assess readiness for employment.
6. Prepare and deliver informational presentations to students in various locations and provide work placement information to employers and representatives from the community.
7. Design and implement recruitment of students to participate in job placement activities.
8. Provide support for student participation in job placement activities, including documentation, transportation, and communication between employers and students.
9. Serve as a liaison between the college, employers, and community regarding administrative and operating requirements for the work-based learning and job placement program. Initiate and maintain regular contact with various educational institutions and programs. Establish collaborative working relationships with other campus program areas in developing and delivering innovative and comprehensive programs and services.
10. Develop and implement marketing plans and strategies for job placement and work-based learning opportunities.
11. Utilize technology to promote job placement and work-based learning and maintain work-based learning/job placement website and social media platforms and supports the piloting and implementation of new technology, as needed.

12. Access occupational and labor market data library and available labor market information, including information on careers in demand and career clusters, employment prospects and trends, employer requirements and opportunities; coordinate with DSNs to obtain relevant job market trends and requirements for a variety of occupations.
13. Ensure compliance with state regulations and coordinate with appropriate individuals and departments to meet institutional reporting requirements.
14. Participate in college and district governance activities.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Counseling techniques, both individually and group.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Issues facing culturally diverse students.
- Laws and other regulations governing assigned programs and services.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles, goals, objectives, and trends of assigned programs and services.
- Record-keeping techniques.
- Research methods involving trends in the labor market.
- Technical aspects of field of specialty.
- Techniques used to motivate and coach students

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conceptualize, plan, and implement educational and cultural programs and student support services.
- Coordinate program activities and services with other sites, districts, and community programs.
- Demonstrate interpersonal skills, including tact, patience, and courtesy.
- Develop motivational and/or informational workshops.
- Establish and maintain effective working relationships with others.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain comprehensive records and prepare reports.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform program support functions such as administering contracts and coordinating facilities use.
- Plan, organize, and supervise assigned programs and services.
- Work with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

#### Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in Education, Counseling, Public Administration, Business, or related field and three years of increasingly responsible administrative experience in an educational organization or social program that serves a similar population or program.

The following are required for academic/educational administrator assignments:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND

- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

### **WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.