

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Job Development and Placement Specialist

Unit: Office Technical

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Job Code: J1640
Original Date: 12/2017
Last Revision: 12/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 31

DEFINITION

Under the direction of a dean or assigned supervisor or manager, implement job placement services for students and alumni of Career Technical Education (CTE) instructional programs; contact potential employers to identify and develop job opportunities for specific instructional and vocational programs. These positions require familiarity with San Diego Community College District (SDCCD) Career Technical Education instructional programs and the local job market and industry labor needs.

EXAMPLE OF DUTIES

1. Contact potential employers to identify and develop job opportunities within specific SDCCD Career Technical Education instructional programs; maintain relationships with participating employers; act as liaison to employers for the CTE program. Review existing accounts to evaluate employers' needs and CTE placement goals.
2. Receive and process job orders from employers and match qualified students and alumni with employment opportunities; provide support to both employers and students.
3. Maintain records of all student and employer contacts, activities, and outcomes.
4. Maintain knowledge of changing local labor markets and industry needs.
5. Prepare and conduct workshops, orientations, campus tours, and classroom and other presentations. Conduct presentations on available job placement services.
6. Create and develop public relations materials, brochures, newsletters, flyers, bulletins, and surveys to promote the program.
7. Operate a variety of office machines and equipment, including computers, telephones, and duplicating equipment.
8. May provide training and work direction to student aides and hourly assistants.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code.
Career Technical Education instructional programs.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Federal and State Employment and Compensation laws.
Job development and placement methods and techniques.
Local job market and industry labor needs.
Modern office practices, procedures, and equipment, including computer hardware and software.

Oral and written communications skills.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
Establish and maintain effective working relationships with others.
Identify key requirements of occupations and skills relative to colleges and continuing education programs.
Maintain records and prepare reports.
Meet schedules and time lines.
Network within the community to publicize and promote offerings of SDCCD Career Technical Education instructional programs.
Plan and organize work.
Prepare and conduction workshops, orientations, and presentations.
Read, interpret, and explain labor laws, affirmative action, wage, and salary regulations as related to job placement.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Two years experience in workplace development, job placement, outreach, case management, or marketing. Associate's degree in a related field is desirable.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable usually involves an office. Some travel within San Diego County.