

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: PLACEMENT SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an Area Administrator, perform a variety of specialized technical student services and maintain an effective job placement program to meet student and community needs; interview students to determine work history and qualifications; match student abilities and experience with employer requirements and refer qualified students for interviews.

### **REPRESENTATIVE DUTIES:**

Perform a variety of specialized technical student services and maintain an effective job placement program to meet student and community needs; visit job sites and attend off-campus employer meetings; arrange for employers to conduct on-campus interviews. *E*

Develop job opportunities and coordinate with private and public sector employers. *E*

Interview students to determine work history and qualifications; screen and refer students to job openings; match student abilities and experience with employer requirements and refer qualified students for interviews. *E*

Establish and maintain effective working relationships with community organizations and employers; communicate with employers to receive job orders, solicit job openings, update job listings and provide information concerning District placement policies and procedures. *E*

Place college work study students (including CalWORKs students) according to major and qualifications; confirm eligibility of students to work including verifying fingerprint clearance. *E*

Provide a variety of general and technical information to students, staff and the community regarding the employment office services. *E*

Operate a personal computer and applicable software to enter data, maintain related records and generate reports; update and maintain information bulletins and other related material. *E*

Advise students in career planning and guidance; coordinate and assist individual and groups of students with a variety of services, such as resume writing, mock interview sessions, and application preparation. *E*

Collect, organize and analyze local employment information; assemble, interpret and organize statistical information from employers and students; prepare clear comprehensive reports. *E*

Coordinate, plan and organize job fairs and workshops.

Operate a variety of office equipment, such as a personal computer, fax machine, 10-key and copier.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and procedures of job placement and qualification appraisal.

Principles and techniques of interviewing and advisement.

Employment resources and opportunities in the community.

Federal and state funded work programs.

Career and employment trends.

Employment legislation and other applicable laws.

Effective oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Basic local labor market trends.

Operation of a personal computer and data entry techniques.

**ABILITY TO:**

Plan, organize and participate in job placement services on a community college campus.

Conduct interviews and determine job needs and qualifications.

Conduct fair and impartial personnel practices according to legal requirements.

Attend and conduct informational meetings and workshops related to student employment.

Operate a personal computer to enter data, verify and maintain records, and generate reports.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Learn and apply laws, rules, regulations involved in assigned activities.

Learn department and program objectives and goals.

Communicate effectively both orally and in writing.

Communicate effectively to students and other individuals of diverse learning disabilities, cultural and economic backgrounds.

Work independently with little direction.

Meet schedules and time lines.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in business administration, social science or related field and two years of responsible job placement or related interviewing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Normal Office Environment:*

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak to exchange information. The employee is occasionally required to stand and walk. The employee may be required to lift, carry or push to 20 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.