



## **JOB TITLE: JOB PLACEMENT SPECIALIST**

Classification: Classified  
Salary Range: 34

Retirement Type: PERS  
Board Approved: October 15, 2018

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### **BASIC FUNCTION:**

Under the direction of an assigned Director or Dean, the Job Placement Specialist will implement a business engagement program using labor market data and establishing unsubsidized employment opportunities for students and alumni of the college. The Job Placement Specialist will work closely with students to seek employment opportunities that align with their program of study in order to achieve their professional goals. This position will specialize in increasing the college's student success metrics in relation to student job placement. **\*\*\* THIS IS A GRANT-FUNDED POSITION \*\*\***

### **REPRESENTATIVE DUTIES:**

Interview and evaluate participants to assess interest/qualifications for unsubsidized placement and internship opportunities.

Initiate and maintain ongoing personal contacts with a variety of businesses, local chambers, workforce partners, and other industry representatives to promote the value of training and employing students/alum who have been educated through the District. Attend offsite meetings as a means of connecting and establishing long-term business relationships with the District.

Generate cutting-edge job leads and market intelligence that align with District programs and labor market trends. Analyze and interpret current and emerging labor market research to proactively seek and connect with business leaders and potential workforce partners to promote the high-quality, industry-ready student workforce available from the District.

Collect data from employers regarding their talent acquisition needs. Compile detailed job responsibilities and required knowledge/skills/experience being sought. Upload and maintain current job opportunities on an online job posting system. Remove closed opportunities in a timely manner.

Match employment opportunities/job orders with well-matched student applicants.

Develop, grow, and maintain new and ongoing workforce partnerships using a variety of communication strategies (including direct cold calls) to gain industry knowledge and familiarity with organizational structures, business areas, technologies used, and/or any other special needs required on the job. Promote and foster consistent awareness of the District's programs that align with business needs.

Maintain accurate job placement and tracking records. Perform a variety of other clerical and record-keeping functions and tasks.

Assist students in the use of resources and technology for job search activities. Provide any necessary follow-up and/or periodic check-ins with students who have been placed into jobs to ensure engagement and persistence.

May participate in the hiring, training, scheduling, and work direction of students, hourly workers and/or volunteers.

Work collaboratively with various on-campus training resource programs.

Perform other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Bachelor's degree from a recognized college or university preferably with a major in business administration, public administration, educational administration, student services administration, adult education, or closely related field AND two years of full-time, paid professional-level experience in related duties and responsibilities.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Career management systems.

Labor market research including interpretation and analysis of data.

#### Abilities/Skills:

Detail-oriented and able to work under pressure.

Excellent organizational skills managing multiple tasks and projects in a timely manner.

Enthusiastic, creative, and capable of functioning effectively in a professional work setting with various levels of staff and/or from diverse backgrounds.

Ability to be flexible, versatile, open-minded, and tolerant in a changing work environment.

Able to deal tactfully and courteously with the public and District personnel.

Able to work independently and collaboratively.

Capable of working in a performance-based system driven to meet targets and outcomes.

Trained or skilled in operating automated office equipment and related software.

#### Licenses or Other Requirements:

Valid California Driver License required.

### **WORKING CONDITIONS:**

Must be available to work evenings and some weekends on occasion.

Must have own reliable form of transportation to travel to/from multiple off-site meeting locations.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.