VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: JOB PLACEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop employment opportunities for students by working with employers and other placement resources to develop employment opportunities; provide interviewing, advisory and informational services to students and staff.

REPRESENTATIVE DUTIES:

Maintain liaison with employers and community agencies to promote services of Placement Office through personal interviews, telephone and correspondence; attend job fairs, work shops and conferences as appropriate.  

Interview students in need of job placement; determine student qualifications for placement; advise students concerning techniques used in applying for jobs and strategies for interviewing; refer students to appropriate employers.

Receive daily job orders; verify job openings; maintain and update job announcement boards and enter jobs in college newspaper.

Maintain communication with instructors, department heads and directors concerning current job openings.

Maintain a variety of statistical and narrative records and reports.

Perform a variety of clerical duties; answer department phones; type letters, forms and memos as needed; compose routine correspondence, memos and forms.

Provide assistance to students and staff during registration periods as needed.

Perform a variety of technical duties concerning College Work Study Program as assigned.

Operate a variety of equipment including typewriter, copier, calculator and computer terminal.

Provide work direction and guidance to student helpers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College Career Center goals and objectives

Established July 1986
JOB PLACEMENT SPECIALIST (continued)

Career information materials
Interviewing techniques
Counseling techniques
Record-keeping techniques
Oral and written communications skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Technical aspects of field of specialty
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare statistical and narrative reports.
Interview students and evaluate employment needs and qualifications.
Perform a variety of promotional activities.
Perform clerical duties such as filing, duplications, typing and maintaining simple records.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Train and provide work direction to others.
Provide information and assistance concerning job placement.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, social services or related field and two years paid work experience in a related field.

WORKING CONDITIONS:

ENVIRONMENT:
Placement Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Sitting for extended periods of time
Hearing and speaking to communicate with employers, agencies, and others
Seeing to review and inspect documents, proofread correspondence for accuracy and quality
Dexterity of hands and fingers to operate office equipment