VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: PLACEMENT PROJECT SPECIALIST

BASIC FUNCTION:

Under the general direction of the Dean, Community, Resource, and Economic Development, or assigned supervisor, the Placement Project Specialist is responsible for the day-to-day operations of a variety of college district, federal, state, and grant funded programs or projects, management of student tracking and work requirement monitoring, promotion and supervising job placement and student work related experiences with internal and external institutions/agencies, establishment of computer network/linkages, staff training, development of training materials, and presentations within the college community, local business establishments, conferences.

REPRESENTATIVE DUTIES:

Develop schedules, conduct participant outreach, track program data, and prepare reports for program monitoring and compliance. E

Supervise and coordinate student placement into approved areas such as employment, work-study, internships, work experience, vocational course work, supervised tutorial support, and professional service contracts. E

Monitor student progress, program compliance and prepare reports of participant status for review by appropriate district, county or state staff. E

Serves as a liaison to local employers, related public service agencies, internal and external support offices in relation to student participation in a variety of college, federal, state, and grant funded programs. E

Participate in the identification, intake and placement of program participant referrals. E

Develop training materials for staff development related to job readiness, job placement, work requirement experiences, placement techniques, collecting and using labor market information. E

Assist in the orientation of program participants in understanding program requirements, and making a successful transition to the college and work environment. E

Coordinate outreach and recruitment initiatives with appropriate entities in order to enroll the required number of participants. E

Coordinate with the various Job and Career Centers or business sectors to recruit and intake eligible clients; organize the recruitment, selection, enrollment, placement and the on-going support of clients or students. E

Assist clients or students in finding unsubsidized employment and, when required, track participants to ensure long-term sustainability; network and coordinate with county and state resources and local businesses regarding employment opportunities and placement activities. E

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PLACEMENT PROJECT SPECIALIST (continued)

Coordinate the transition of clients or students to self-sufficiency through employment training and personalized support to overcome academic and employment barriers. E

Network and coordinate with county and state resources and local businesses regarding employment opportunities and placement activities. E

Conduct and/or organize specialized student or faculty workshops on training for job readiness skills and academic success, such as, interviewing techniques, resume writing, test taking skills, study techniques. E

Supervise the review, collection, and analysis of participant data to be used for reporting purposes to state and federal funding agencies, local collaborative agencies, and college constituency groups. E

Monitor, project budgets and prepare expenditures for approval. E

Represent the college at meetings with various partners in the program or grant projects; serve on college and District committees as assigned. E

Assist with the development of an evaluation process for project implementation, operation, and participant outcomes of project efforts. E

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of record keeping
Job Development and Placement Practices
Group presentation practices and techniques
Needs of underrepresented special populations

ABILITY TO:

Plan, organize and direct office and project activities, compile and organize data
Instruct and train, clerical personnel
Develop instructional and training materials for the project as related to program objectives
Interpret regulations and policies related to program matters
Ability to prepare and present program progress reports as deemed necessary by senior administrators.
Communicate effectively in speech and in writing
Demonstrate effective interpersonal skills
Work effectively with community based agencies affiliated with program
EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree in business, political science, career counseling, psychology, human resources or related field from an accredited college or university; three years of experience in job placement, career counseling and related training, or vocational instruction.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting
Presentation setting (both large and small groups)

PHYSICAL ABILITIES:

Written and oral communication requiring intermitted sitting and periodic standing
Sitting as required for travel to other agencies, business and educational institutions