

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EMPLOYMENT SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President of Student Services, provide a wide variety of employment-related services for employers and students; coordinate with community agencies and resources to support the educational mission of the College through recruitment, employer-college relations, accountability and technology; coordinate and organize events including job fairs, career fairs, business expositions and others.

REPRESENTATIVE DUTIES:

Provide job-related services for employers and students including skills training, student employment, career-related employment, career placement, job development and referrals to community resources; coordinate with community resources which support the educational mission of the College through recruitment, employer-college relations, accountability and technology. (E)

Coordinate with rotary clubs, ROP, area high school counselors, medical auxiliary and District staff to organize high school job fairs, information days and business expositions; participate on planning committee; schedule planning committee meetings, set agendas, and prepare minutes. (E)

Train and provide work direction to student assistants; oversee performance in records maintenance, referrals, follow-up and other activities; participate on selection committees. (E)

Obtain and evaluate labor market information; disseminate information to appropriate College staff and community business professionals; arrange and coordinate various speakers on related topics. (E)

Develop, prepare, maintain and submit a variety of narrative and statistical reports and records related to job placement services; compose correspondence; prepare registration flyers, confirmation and thank you letters, and other materials; maintain databases. (E)

Develop full-time, part-time, permanent and temporary job opportunities for College students on or off campus while attending the College; pre-screen applicants skills and abilities with employers' job requirements; advise applicants on procedures; provide job search counseling to students. (E)

Develop and utilize job readiness information including job seeking, resume development, and application tips and strategies; conduct presentations regarding skills to classes and other groups; organize and facilitate workshops and seminars; assess students' marketable skills. (E)

Explain Federal Work Study (FWS) procedures and regulations to students and supervisors; oversee the distribution and receipt of FWS job orders, proof of student awards, job interviews and referrals, and completion of employment confirmations. (E)

Arrange and follow-up with committee members concerning presenters, classroom monitors, security, maintenance, cafeteria, media center and room assignments; schedule volunteers and assure proper set-up and tear-down of events. (E)

Receive and resolve issues or complaints; mediate between students and supervisors concerning potential conflict or disagreement at the work site; make referrals as needed; contact District counsel regarding appropriateness or legality of variety of job-related situations involving students, staff, employers and other issues. (E)

Promote and market programs and services of the job placement office to business community, college staff and students. (E)

Prepare and maintain the budget for the placement office; monitor expenditures; prepare special project budgets and grants as needed; assist District grant writers with placement statistical information to enhance or supplement grant proposals; prepare special funding proposals as needed. (E)

Operate a computer to enter and retrieve data and generate reports; operate a typewriter, copier and other office equipment; operate assigned audio-visual equipment for presentations; drive a vehicle to various locations. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Job seeking skills.

Record-keeping techniques.

Oral and written communication skills.

Public speaking techniques.

Principles and practices of training and providing work direction.

Report and grant writing techniques.

Budget preparation and control.

Operation of office and audio-visual equipment.

Community resources and referral agencies.

Interpersonal skills using tact, patience and courtesy.

Legislation and regulations related to job placement services.

Interviewing and job development techniques.

Promotion and marketing techniques of programs, services, students and clients.

Current labor market information, job classifications, requirements and salaries.

ABILITY TO:

Provide a variety of job-related services to and for employers and students.

Coordinate with business and service club leaders, school and College counselors, administrators and others.

Prepare and maintain a variety of narrative and statistical records and reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Promote and market job placement services.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Perform computerized data management functions.

Operate office and audio-visual equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in social science, business or related field and two years experience in a job placement environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.