

JOB DEVELOPMENT & PLACEMENT SPECIALIST San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=186263>

Downloaded On: Aug. 11, 2022 8:20pm

Posted May 25, 2022, set to expire Sep. 21, 2022

Job Title	JOB DEVELOPMENT & PLACEMENT SPECIALIST
Department	Business and Workforce Development
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	May 25, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

JOB DEVELOPMENT & PLACEMENT SPECIALIST

San Jose/Evergreen Community College District

Close/First Review Date: 05/01/2022

Campus Location: San Jose City College

Position Description:

POSITION SUMMARY

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The Job Development & Placement Specialist reports to the Associate Dean of Career & Technical Education at San Jose City College. The work schedule is 12 months per year; Monday - Friday; 8:00 a.m. to 5:00 p.m.

The Job Development & Placement Specialist position is grand funded and contingent upon yearly funding.

This position is represented by the California School Employees Association (CSEA), Chapter 363.

POSITION PURPOSE

Under general supervision of a Dean or assigned administrator, provides specialized support and service to the job development and job placement program. Administers day-to-day activities such as soliciting employer interest and involvement in the employment of students and graduates, orienting students to the services provided, developing skills in student job seekers, posting and tracking opportunities and providing general office support. **DISTINGUISHING CHARACTERISTIC** The Job Development & Placement Specialist provides technical employment and job search services for students. Advancement to this position requires competency in pre-employment activities such as instructing students on job search skills and resume writing, researching and locating employers with potential job offerings, and matching student backgrounds with jobs.

DUTIES AND RESPONSIBILITIES

1. Establish and maintain temporary, full-time, part-time, and graduate job banks consisting of employer information and job specifications. Maintain and continually update job orders by category. Distribute job orders to appropriate departments to stimulate student awareness and interest.
2. Contact prospective employers by telephone and in-person to set up recruitment profiles. Schedule and visit various employers to identify potential positions for students and promote the College's job placement service.
3. Receive inquiries from students regarding employment and volunteer opportunities. Provide orientation on the nature of employment opportunities listed through the College.
4. Prepare, schedule, and deliver workshops and classroom presentations on job search techniques, resume writing, and interviewing skills. Provide individual consultations in these subjects for students by critiquing and advising students on preparation of resumes, approaches to interviews, and research of employers.

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5. Work with counseling and other College resources so students can conduct career assessments. Assist counselors with matching students to jobs based on interest and aptitude.
6. Participate in organizing and attending job fairs. Publicize, seek out and make arrangements for job fair presenters, and arrange for other similar activities.
7. Refer students to suitable employment off campus volunteer opportunities and/or internships and coordinate referrals and services with specially-funded work programs.
8. Assist in the development of job preparation activities.
9. Maintain and update office procedures and inform appropriate staff of changes in District, State or Federal rules and regulations affecting student employment and job programs.
10. Periodically evaluate office procedures and prepare recommendations for enhancing efficiency of work flow.
11. Compile statistics and other data for special reports. Routinely prepare reports on referrals, job placement transactions, retention, and success rates. Assist with local labor market surveys that identify potential employment opportunities and rates of pay.
12. Ensure the equal and fair treatment of all student applicants for and recipients of job placement assistance including those with language difficulties and disabilities.
13. Perform related duties as required.

Knowledge, Skills and Abilities:

Knowledge of:

1. Generally accepted personnel management practices, including fair employment practices and laws.
2. Recruitment and employment techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity.
3. Job search process, resume preparation, and interview strategies.
4. Occupational terminology, occupations and basic requirements for jobs.
5. Publicly funded job and training programs.
6. The rules and regulations governing student employment.
7. Modern office practices and procedures including the operation of office equipment, computers and related applications.
8. Sufficient interpersonal skills to convey technical concepts to others and to deal with sensitive and confidential information.
8. Language, grammar and writing skill to prepare professional correspondence, position

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advertisements, and informational brochures.

Ability to:

1. Interpret the policies, procedures, techniques, and rules governing student employment and job placement at the college.
2. Prepare professional correspondence for routine communications.
3. Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
4. Maintain up-to-date files and ensure security and confidentiality of employment information.
5. Establish and maintain a service open and accessible to all students.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Work independently in the absence of supervision.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Associates degree from an accredited institution.
2. Two years of progressive experience in an employment or human resources office.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

* Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced

discrimination.

* Success integrating diversity as appropriate into the major duties outlined in the job description and in



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the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$62,679 - \$76,570 Annual Salary (Range 84: Classified Salary Schedule Fiscal Year 2021-2022).
Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 18 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link:
[url=https://apptrkr.com/3100317]https://sjeccd.peopleadmin.com/

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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