

JOB DEVELOPER

BASIC FUNCTION

Provides specialized services to the career planning, development, and placement programs to assist students with employment opportunities and workability skills; collaborates with local employers and businesses to identify opportunities for student employment, apprenticeships, and internships; works with students to gain and develop skills and knowledge in employment related topics such as job searching, interview techniques, and resume writing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing specialized duties supporting the career planning, development, and placement programs for students. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are aware of the department's operating procedures and policies.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs specialized duties in support of career planning, development, and placement programs for students; contacts, builds relationships, and collaborates with local businesses and government agencies to identify work-based learning and employment opportunities for students; posts and disseminates all internship, apprenticeship, and employment opportunities that become available; and identifies appropriate candidates for placement programs.
2. Provides one-on-one guidance to college students on various career and occupational topics including but not limited to, career exploration, cover letter/resume writing, networking, and interview skills.
3. Plans and coordinates program related activities including student career/job fairs; and accommodates employers on campus for student employment recruitment.
4. Contacts local businesses, institutions, and agencies to provide information on the respective colleges' career planning, development, and placement programs, and collaborates to determine what their industry talent needs are; works with college faculty and staff in the development of educational programs designed to meet industry needs.
5. Works with educational programs to develop partnerships and linkages with business, industry, and the community in developing work experience, apprenticeship, internship, and employment opportunities.
6. Creates and disseminates brochures, flyers, newsletters, and advertisements for programs, career pathways, employment information, and related topics.
7. Prepares materials and conducts presentations, lectures, workshops, and interview panels on various workability skills such as launching a job search, application preparation, resume writing, interview techniques, job retention, market trends, and internships.
8. Performs a diverse range of business and administrative tasks; composes and prepares letters, memos,

minutes, correspondence, and other business documents; maintains a diverse range of records and files for the program; assists with the development of agreements with external partners; and supports business software and programs related to career services.

9. Organizes industry advisory boards/committees, as directed; prepares agendas and meeting materials; attends meetings and prepares minutes and related documentation; works collaboratively with local businesses to recruit membership for the advisory boards/committees; attends local and regional committee meetings and/or conferences as assigned.
10. Represents the District at local, regional, and statewide committees, meetings, and conferences.
11. Participates in District-provided in-service training programs.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a program designed to assist students in obtaining employment.
2. Job placement methods.
3. Career and occupational opportunities in the community.
4. Methods and techniques of mentoring students on job interviewing/preparation skills to promote their success in obtaining employment.
5. Local employers, employment trends, community demographics, socio-economic factors, and other elements that influence students' abilities to access employment.
6. Local and community resources available to students.
7. Methods and techniques of planning and implementing career fairs/events.
8. Basic marketing, recruiting, and advertising techniques.
9. Public speaking methods and techniques.
10. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
11. Methods and techniques of developing training materials on employment related topics and delivering training to students.
12. Recordkeeping principles and practices.

Ability to:

1. Provide specialized support to the District's career planning, development, and placement programs for students.
2. Mentor students on career building, resume writing, job interviews, and related employment skills.
3. Work with faculty and staff in developing educational programs to meet the talent needs of local businesses.
4. Represent the District with local businesses and government agencies to facilitate student employment and internship opportunities.
5. Work with a diverse range of students.
6. Plan and conduct career fairs and related events.
7. Conduct meetings and presentations on the program to local businesses, community, schools, and the public.
8. Represent the District on assigned committees.
9. Establish and maintain filing, recordkeeping, and tracking systems.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and two (2) years of directly related job placement work; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.