

STUDENT EMPLOYMENT COORDINATOR

BASIC FUNCTION

Coordinates all activities related to the Student Employment (SE) program including recruitment, marketing, eligibility determination, hiring processes, monthly payroll, and discipline; and termination processes; collaborates with the Student Financial Services and Business Services to monitor and report Federal Work Study budget; and provides consultation with staff and supervisors on personnel challenges for student employees and provides recommendations for corrective actions.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of employment services for students within various District programs. 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 fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Coordinates and organizes the day-to-day operations of the SE program, including recruiting, hiring, training, and ensuring student eligibility for participation in the program for the term of the student's employment at the college; develops student employment program goals and assists with implementation and evaluation of program activities and goals; and may complete program review.
2. Collects, analyzes, and provides data entry for all hiring documentation to ensure District, county, state, and federal compliance; posts jobs at appropriate on-site and off-site college locations and maintains onboarding electronic application database.
3. Provides information, publications, and website content, including brochures, flyers, and general information regarding SE office services and activities and answers inquiries and concerns regarding program regulations; assists in the development and implementation of marketing, recruitment, and retention programs that promote on- and off-campus employment opportunities; assists in coordinating campus career, job, and recruitment fairs and conducts work readiness workshops.
4. Develops, updates, and distributes written policies and procedures for students and immediate supervisors participating in the program; provides training to supervisors of student employees on program policies, procedures, best practices, and general labor law regulations; may confer with supervisors to resolve work-related issues; serves as initial point of contact for students with work-related concerns or grievances and makes referrals for appropriate corrective services.
5. Reviews all student employment forms and contracts for revisions and effectiveness; ensures changes in grant/laws are represented; keeps staff and students informed of changes; in collaboration with payroll, processes timesheets and performs data entry for all student employees; tracks monthly Federal Work Study balances per student and communicates with supervisors on remaining hours.
6. Monitors and audits the college's student employment budget for Federal Work Study and CalWORKs work-study compliance; applies independent judgment in the reconciliation of earned compensation; works with college budget staff to ensure accuracy of Federal Work Study and CalWORKs work-study reimbursement requests.

7. Processes verifications of employment for Employment Development Department verifications and subpoenas for records of student employees.
8. Works with the area supervisor, General Counsel, and Risk Management to develop work-study contracts for various off-campus work-study agreements; follows contract transmittal procedures to oversee a fully executed document; reviews off-campus sites for compliance.
9. Prepares reports and analyzes data to effectively monitor student hiring, earning, and budget spending; prepares monthly reports and makes budget adjustments; assists area supervisor with the annual Fiscal Operations Report and Application to Participate (FISAP), providing accurate program data for earned compensation for Federal Work Study employees.
10. Maintains records by terminating inactive student employees annually.
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. Principles, practices, and service delivery needs related to the development and implementation of employment services and related programs, including goal setting and program evaluation.
2. Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
3. Research and reporting methods, techniques, and procedures.
4. Principles and practices of data collection and report preparation.
5. Basic budgeting principles and practices.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
7. Basic financial aid policies, procedures, and eligibility requirements.
8. Workers' compensation benefits and reporting procedures.
9. Best practices with respect to employment and avoidance of discriminatory actions.
10. Research principles and practices.
11. General fiscal policies and procedures.

Ability to:

1. Prepare outreach activities, brochures, reports, and other related program materials.
2. Provide sound advice and coaching to students related to employment services.
3. Engage in creative problem solving and critical thinking.
4. Interpret, apply, and explain complex program rules and regulations.
5. Lead students in successful completion of work experience programs.
6. Develop workshops and provide presentations to internal and external departments and organizations.
7. Prepare program reports and business correspondence.
8. Plan, organize, implement, and evaluate program activities as it relates to college goals and program mission.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
12. Communicate effectively in the course of performing work tasks.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.

14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in education, social science, human services, or a related field and two (2) years of related work experience in an educational organization, social service field, human resources department, and/or employment agency; 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 and to operate standard office equipment.

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 up to 20 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, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.