



Position Title: Part-Time Job Placement Developer

Job Code: 8112

Reports To: Director of Career Services

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Job Placement Developer is responsible for developing and implementing tasks and activities related to job development and job placement at Career Services, a program of Retention and Transition Services, Student Services Division.

Duties & Responsibilities:

- Works with potential employers for the development of job opportunities
- Develops, maintains, and publishes part-time and full-time employment opportunities for students and graduates
- Operates the computerized tracking system for employment services
- Provides support to student in job counseling, job search and job referrals
- Collaborates on workshops and video presentations by the Department
- Collects employer feedback on referred employee performance
- Schedules employer networking sessions that focus on specific careers
- Provides training on career development, employability skills, resume writing, job interviews and workplace etiquette
- Analyzes documents and test results to match students with available positions
- Monitors the employment service process from pre-employment counseling to job placement
- Assists with the coordination of Career Services events
- Works with the academic departments on the job placement on targeted occupations
- Assists the Career Specialist with the Internship Program
- Supports the Director and other personnel in collecting, analyzing and reporting of data related to employment services
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution and two (2) years of relevant experience
- Excellent oral and written communication skills
- Must possess excellent customer service, public relations and interpersonal skills
- Computer literacy
- Computer literacy, including Microsoft Office, employment services software, electronic portfolios and sources of information
- Ability to maintain accurate records and prepare reports
- Bilingual preferred
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name