



Position Title: Part-Time Student Employment Specialist

Job Code: 8349

Reports To: Director, Student Employment Services

Grade: CT

FLSA: Non-Exempt

Job Description:

Using the college-wide, online student employment software, the Part-Time Employment Specialist will be responsible for the daily review and approval of online employers and postings; will assist in matching students with part-time, full-time, and temporary employment and internship opportunities, and will assist in the development of marketing materials to further enhance the online site's usage and service delivery to students, alumni, and employers.

Duties & Responsibilities:

- Reviews and approves online new employers, job and internship postings daily, using the online college student employment software
- Maintains frequent communication (formal and informal) with employers, students, and alumni regarding postings and resumes
- Contacts employers regarding status of postings on a weekly basis
- Records placement data and tracks employer and posting outcomes
- Targets students with approved resumes attached to postings
- Targets students with approved resumes by program and match to active postings by industry
- Refers students to employers using the online employment software
- Assists students in the development of work related skills such as preparing for interviews, email to employers expressing interest in job, follow up email post interview
- Enters all communication with students, alumni and employers in the employment system
- Answers questions regarding student employment guidelines
- Conducts 30, 60, and 90 day placement follow up with employers
- Assists in the coordination of student and employer focus groups
- Provides input on employment software development and the coordination of business recruitment efforts
- Assists in the development and enhancement of marketing materials and promotional items for students and employers including flyers, posters, brochures, press releases, reports, newsletter and other communication
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree of 60 credits from a regionally accredited institution and two (2) years experience in building and enhancing business partnerships, human resources, human services, communications, or related field; or six (6) years related experience
- Ability to work independently and effectively with employers, students, and alumni
- Must possess excellent organizational skills, excellent oral and written communication skills
- Strong work ethic

- Ability to work independently with limited supervision
- Ability to function under pressure, demonstrate discretion, integrity, and fair-mindedness and possess persuasive skills
- Must demonstrate the ability to use analytical skills to provide innovative ideas and suggestions for improvement
- Proficient in the Microsoft Office Suite (PowerPoint, Word, Excel, Access, and Photoshop) and report preparation

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name