

DESERT COMMUNITY COLLEGE DISTRICT

JOB DEVELOPER/PLACEMENT COORDINATOR

BASIC FUNCTION

Develops, plans, and implements work-based projects, local career education programs and services; assists student and non-student clients in securing paid and unpaid employment opportunities within the community, including providing employment preparation services and job development skills training.

SUPERVISION RECEIVED

Receives general supervision from the assigned area administrator.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Coordinates the day-to-day and execution of work-based learning projects and the development of local and regional program initiatives related to work-based learning.
2. Develops and maintains a network of local, regional, and state corporate and community partnerships to establish work-based learning opportunities including internships, apprenticeships, job shadowing, and job placements.
3. Collects and analyzes local employment information; assembles, organizes, and interprets statistical information; leverages industry and market data to connect students completing career education programs to careers.
4. Assesses student's work history and qualifications; screens and matches student abilities and experiences with employer requirements; refers students to interviews/job opportunities.
5. Collaborates with the career center in offering presentation, lectures, workshops, annual career fair, and interview panels on various related topics; assists in disseminating internship and employment opportunities.
6. Works with internal and external stakeholders to coordinate efforts in creating a pipeline of student workforce, as well as the skill building of current workforce.
7. Develops and implements a comprehensive marketing and recruitment plan for targeted industry job openings and student populations; assists with project outreach efforts and ensure the projects maintain a focus on reaching targeted and special populations; organizes and participates in employment-related activities both on and off campus.
8. Assists in preparing required grant-funded narratives and project outcomes; conducts presentations; generates and maintains clear comprehensive reports; generates documentation as it relates to the program; maintains access to career platforms.
9. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Educational opportunities available at the community college level, labor and market conditions, socio-economic issues, and their impact on recruitment employment.
2. Record keeping techniques;
3. Office procedures, methods, and equipment including software applications such as word processing, spreadsheets and email;

4. Correct English usage, grammar, punctuation and vocabulary;
5. Grant and categorical program reporting needs;
6. Program and operating procedures, updates, guidelines, rules, policies and regulations;
7. Applicable Federal, State, and local laws;
8. Community organizations and agencies.

Ability to:

1. Read, interpret, and apply rules, policies, and procedures.
2. Ensure compliance with local, state, and federal guidelines, policies, rules and regulations.
3. Communicate effectively both orally and in writing.
4. Learn computer programs, and program parameters quickly.
5. Provide lead direction to short-term staff and/or student workers.
6. Maintain timely and accurate financial and statistical records.
7. Research new methods, materials, and equipment related to assigned subject area.
8. Establish and maintain cooperative and effective working relationships;
9. Plan and prioritize work, meet schedules and timelines.
10. Demonstrate sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community
11. Maintain current knowledge of specialized programs and services.

Education and Experience:

An Associate's degree in business, social work, or a related field, from an accredited institution; and three (3) years of experience in career education, workforce management; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

N/A

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. Positions 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 functions of this classification must be performed by the incumbent with or without reasonable accommodations.

WORKING 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.

EMPLOYMENT STATUS

Classified Bargaining Unit

Range: 14

BOT Approved: October 20, 2023

CSEA Ratified: October 6, 2023