

Position: Job Developer	Salary Grade: 21
Department: Off Campus	FLSA: Non-Exempt

Summary

Responsible for developing, planning and organizing regional SWP projects, local Career and Technical Education programs and services with the goal of job placement. Develop processes that support the goals of the college, foster a career culture and increase job placement rates including those of under-represented populations. Performs a variety of specialized technical student services and maintains an effective job placement program to meet student, community and regional needs. Interviews students to determine work history and qualifications; match student abilities and experience with employer requirements and refer qualified students for interviews. Integrates SWP with the college programs and with local and regional economic development initiatives.

Essential Duties and Responsibilities

- Interview students to determine work history and qualifications; screen and refer students to job openings; match student abilities and experiences with employer requirements and refer qualified students for interviews.
- Keep current on industry hiring and training trends.
- Facilitate in developing relationships and a network of local, state, and regional corporate and community partnerships to establish work-based learning opportunities including internships, job shadowing, and job placements. Advise students in career planning and guidance; coordinate and assist individual and groups of students with a variety of services, such as resume writing, mock interview sessions, and application preparation.
- Working closely with industry and training providers, coordinate efforts in creating a pipeline of new workers as well as the skill building of incumbent workers.
- Responsible for the development and implementation of a comprehensive strategic marketing and recruitment plan for targeted industry job openings and student populations.
- Organizes and participates in activities; both on and off campus.
- Advises students in the correct ways to complete forms and applications, including those from separate student information systems. Explains the applications, requirements and restrictions.
- Reviews completed forms for accuracy and completeness. Work's with the College's CTE programs and faculty and coordinates with the private and public sector employers to develop partnerships and linkages with business, industry, and the community in developing Work Experience and internship opportunities.
- Collect, organize and analyzes local employment information; assemble, and organize statistical information from employers and students; assist in the preparation of clear comprehensive reports.
- Perform a variety of specialized technical student services and maintain an effective job placement program to meet student and community needs; visit job sites and attend off campus employer meetings; arrange for employers to conduct interviews.
- Provides technical assistance to students for accessing registration, financial aid information, and other computer-aided resources.
- Support efforts to monitor, record and report progress on deliverables including program development, employability outcomes, assessments and certifications.
- Collects, compiles, and summarizes information to support report preparation.
- Greets visitors, takes and distributes messages, and provides information and assistance as required.
- Develop opportunities for teachers and faculty to work with business and industry for the hands-on experience in which they can take back lessons learned to students, other teachers and faculty, which may include up-to-date job competencies and requirements and current opportunities.
- Administrator for Career Platforms: Jobspeak & LinkedIn Learning. Creating marketing plan, platform set-up and maintenance. Design, creation, and maintenance of the CTE Canvas Shell & CTE Website section.

- Assists the Dean of Instruction in the implementation of any of a variety of duties related to general vocational programs
- Assist with oversight of student and temporary workers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

The position requires a working knowledge of pertinent federal, state, and local laws, codes and regulations as they pertain to employment. Requires knowledge of modern job placement and referral techniques and skills. Job search, employment and interviewing skills. Student advisement and assessment. Labor market and industry employment needs. Recruitment and interviewing techniques. Marketing and research techniques. Requires knowledge and skills in record keeping, modern office practices, and clerical procedures. Curriculum development. Requires a working knowledge of applicable College services, requirements, policies, and procedures governing admissions. Computer software, HTML coding and office machines. Requires sufficient organizational skills to maintain up-to-date and accurate student files. Requires sufficient human relations skills to convey College information to new students and help resolve problems. Interpersonal skills using tact, patience and courtesy. Communication skills, both orally and written. Group Dynamics and Project Management. Demographics of the community and community educational needs. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. English usage, grammar, spelling, punctuation, vocabulary.

Abilities

Requires the ability to complete customer transactions. Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Requires the ability to operate office equipment. Advise students in identifying career interests, goals and opportunities; make appropriate referrals. Network, establish and maintain relationships with employers, community organizations, staffing agencies, and CTE students. Operate and effectively use computerized career and Job search programs. Requires the ability to convey a positive image of the College, describe services and refer students to other resources. Must be able to interact with and be sensitive to customers of diverse cultural and socioeconomic backgrounds, and persons with disabilities, using courtesy and patience. Requires the ability to maintain the confidentiality of student records and information. Plan, organize and implement career programs, job fairs, workshops, seminars, and services regarding job search and related topics. Articulate clearly and attend and conduct presentations to large and small groups. Conduct interviews and determine job needs and qualifications. Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances. Evaluate and interpret employment and labor market information. Implement Programs and facilitate group processes. Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public. Independently compose and prepare correspondence and memoranda. Plan and organize work to meet schedules and changing deadlines. Prepare clear and comprehensive reports. Implement and maintain filing and record-keeping systems. Independently compose and prepare correspondence and memoranda. Plan and organize work to meet schedules and changing deadlines. Provide direction to staff and students. Work within the policies, functions, and requirements of area of assignment. Operate office equipment including computers and supporting word processing, spreadsheets, and database applications. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Work independently and effectively in the absence of supervision. Prioritize and execute a wide range of projects simultaneously including the coordination of special events. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disable populations of community college students. Communicate clearly and concisely, both orally and in writing. Serve as a technical resource to the community, students, staff, faculty and outside agencies regarding employment processes, procedures and requirements. Establish and maintain effective working relationships with those contacted in the course of work. Design, create and implement resources. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs designed for student information. Requires the ability to perform work assignments at all College locations.

Physical Abilities

Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with students at departmental service windows. Requires near visual acuity to write, read written materials and computer screens and observe students at service windows in need of assistance. Requires sufficient hearing and speech ability for personal and telephone conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device. Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment in and out of storage areas. Requires the ability to perform data entry.

Education and Experience

The position requires a Bachelor’s degree with at least 3 years of related experience directly related to the duties and responsibilities specified. Or Associates Degree with 5 years of related experience.

Experience in a College setting or other school workforce and economic development department is desirable.

Additional higher education may substitute for some experience.

Licenses and Certificates

Requires a valid driver’s license.

Working Conditions

Work is performed indoors where minimal safety considerations exist. Outdoor job site visits may be required.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board Approved: April 9, 2023