

EMPLOYMENT CENTER COORDINATOR

DEFINITION

To coordinate the Career Activities Center and Student Placement Office; and to develop and implement a wide variety of student recruitment activities.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are assigned a wide variety of duties in coordinating a career activities center and student recruitment, in addition to employment development services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Exercises technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Research, plan, and develop career development activities and events, including lecture series and workshops; coordinate activities with faculty and staff.

Promote career activities center programs; develop posters fliers and contact local newspapers.

Oversee the daily operations of the Student Placement Office; develop procedures; assist in developing and monitoring budgets.

Select, train, supervise, and evaluate student assistants.

Research, design and develop student recruitment projects and activities; prepare displays, posters, phone-bank, and newspaper ad campaigns.

Assist EDD representatives with off-campus referrals and the taking of job orders by phone.

Promote and administer Student Intern Programs.

Conduct workshops on resume writing and job interviewing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Occupations, occupational terminology, and qualifications necessary to fill positions available to students.

Principles and practices of supervision and training.

(Over)

Knowledge of: (Continued)

English usage, vocabulary, grammar, and punctuation.
Writing resumes, job search tactics and interviewing techniques.
Labor market and diverse career fields.
Career development practices.
Human relations and behavior.

Skill to:

Ascertain and evaluate the qualifications of work applicants.
Analyze situations accurately and adopt an effective course of action.
Develop job opportunities with employers.
Speak and write effectively.
Communicate effectively and tactfully in both oral and written form.
Operate a variety of office machines, including a computer.
Understand and carry out both oral and written instructions in an independent manner.
Establish and maintain cooperative work relationships with those contacted in the performance of required tasks.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in working with young adults and adults involving interviewing, job placement, job development or other related technical personnel work.

Training:

Equivalent to completion of an Associate degree in human services, business, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.