

EMPLOYMENT DEVELOPMENT SERVICES ASSISTANT

DEFINITION

To assist in developing job opportunities for students; and to interview, screen, and refer students to job openings.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are responsible for the development of internship and apprenticeship programs. Appointment to the higher class of Employment Development Services Specialist requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class. Positions allocated to the class of Employment Development Services Specialist differ from positions allocated to the class of employment Development Services Assistant in that they are specialized in an area such as planning and coordinating a job development, referral, and advising program for persons seeking employment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

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

Answer phones, provide counter assistance, and type correspondence and related materials; attend committee meetings.

Develop and maintain follow-up forms; prepare follow-up report to District for federal report.

Assign student assistants to perform follow-up of vocational students.

Interview students seeking employment and assist students on job search; refer students to special counseling.

Develop internships and jobs for students enrolled in various programs.

Contact employees by phone to develop jobs and internships.

Make presentations informing students about existing services on campus.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONSKnowledge of:

Basic requirements and duties of a variety of jobs suitable for students.
Interviewing techniques.
English usage, vocabulary, spelling and grammar.

Skill to:

Establish and maintain cooperative work relationships with employers, students, and faculty.
Analyze situations accurately and adopt an effective course of action.
Perform a variety of clerical duties accurately, including operating a typewriter and personal computer.
Understand and carry out both oral and written instructions in an independent manner.
Communicate effectively and tactfully in both oral and written form.

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:

Three years of sales or clerical experience involving frequent public contact.

Training:

Equivalent to completion of two years of college in human services, business, or a closely related field.