

**EMPLOYMENT DEVELOPMENT SERVICES SPECIALIST**

**DEFINITION**

To plan and coordinate job development services to aid applicants in preparing for and obtaining employment; and to establish contacts in the development of employment opportunities.

**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:

Plan and coordinate a job development, referral and advising program; host and present career activities and events.

Prepare resource material packets; provide interviewing, advising and placement services; prepare job development guidelines and brochures; compile and disseminate job development and placement information.

Select, train, and supervise student assistants.

Facilitate College Work Study Program; arrange for and place eligible students.

Interview applicants and issue referrals.

Initiate, plan and organize recruiting events; maintain file of positions and employers; arrange for on-campus recruiting and/or interviewing.

Maintain files; tabulate and compile statistical reports; compose and type materials.

Provide counter and phone assistance concerning specific information.

Promote and administer job development programs; conduct resume writing and job interviewing workshops.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Interviewing and job placement techniques.

Philosophy and objectives of the Student Aid Program.

Available resources for referral of students with special problems.

Knowledge of: (Continued)

Human relations and behavior.

Principles and practices of supervision and training.

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

Current and future labor market conditions.

English usage, vocabulary, grammar and punctuation.

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.

Train and supervise assigned personnel.

Communicate effectively and tactfully in both oral and written form.

Operate a variety of office machines, including a personal 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 duties.

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.