

EMPLOYMENT DEVELOPMENT SERVICES TECHNICIAN II

DEFINITION

Under general supervision, to assist in the planning, organization, and implementation of an employment development services and cooperative education program; to aid program participants in preparing for and obtaining employment opportunities; to assist in the organization and maintenance of the project data management, storage and retrieval system; and to do other related work as required.

EXAMPLES OF DUTIES

Assists in the conduct of job development, advisement, and job placement activities.

Prepares and disseminates brochures, pamphlets, and other informational material publicizing student employment development and service programs.

Assists in the coordination of cooperative education program activities.

Aids in establishing community employer contacts in order to communicate student job opportunities, and to fulfill employer job needs.

Assists in planning and conduct of career activities, employment fairs and events to communicate job opportunities and placement services.

Works with and provides assistance to students regarding employment opportunities.

Processes and files student employment applications and other required program participation materials.

Assists in arranging on-campus recruiting and employer interview activities.

Prepares materials and participates in resume writing and job interview training workshops and training programs.

May work with students in coordinating program and work schedules.

Compiles data to be used in the evaluation of program results.

Compiles data and prepares the statistical and general informational reports.

Performs need assessments and prepares recommendations for use in the budget planning process.

Establishes and maintains project expenditure control procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

Interview methods and techniques, job referral and placement practices.
Data management, storage and retrieval systems.
Computer terminals, micro-computers and standard word processing and record management software.
English usage, spelling, grammar, punctuation, and arithmetic concepts.

Ability to:

Effectively and efficiently assist in the planning, organization, and coordination of a student employment development program.
Assist students in evaluating job opportunities and obtaining job placement.
Maintain data and informational files and records, and assist in compiling materials and data for use in developing management reports.
Skillfully operate a micro-computer, and variety of office machines and equipment.
Communicate effectively in verbal and written form.
Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships.

Experience and Training

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

Experience:

Two years of experience in personnel management, job placement, and other related functions.

Training:

Equivalent to the completion of the twelfth grade, including or supplemented by 30 units of college coursework in human services, business or a closely related field.