

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR, JOB PLACEMENT

CMS Salary Range 31

BASIC FUNCTION: Under the direction of the Dean of Student Life and Services plans, organizes, coordinates and directs the operation and administration of the work study programs and the job placement center; guides students to other services to benefit their education and promote their work experience; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Directs departmental activities to maintain work and traffic flow to provide employment services to students and community members; provides placement services to employers on and off campus. (E)
- Directs activities of departmental staff and student workers. (E)
- Establishes hiring processes for student workers and advises campus administration, faculty, staff, and students. (E)
- Applies state and federal guidelines for Federal College Workstudy, CalWORKs Work Study, and employment laws and the education code. (E)
- Plans and coordinates job fairs. (E)
- Coordinates targeted recruitments; monitors work study placements. (E)
- Tracks number of students and community members using services and prepare variety of reports related to use of services, placements, and other statistics.
- Provides training to departmental staff regarding job placement processes. (E)
- Meets with all levels of college employees regarding hiring needs.
- Services on a variety of committees for campus events and college hiring efforts.
- Provides annual reports to CalWORKs and Financial Aid for tracking of workstudy students.
- Provides classroom presentations to instruct students with resume preparation, dressing for success and job seeking skills.
- Works with community, business and community organizations.
- Works with students and community members in job search activities; works with DPSS, Community based organizations and Local High School District collaborating on special projects.
- Develops and administers program budgets; analyzes and reviews budgetary and financial data.
- Assists in the presentation of student and community members to employers; assists work experience and Internship students to achieve their goals.
- Reviews staff work prior to campus dissemination.
- Searches for new forms of grant or income for the department.
- Researches new ideas to maintain a comprehensive understanding of current employment trends and opportunities, such as labor market information.
- Participates in community events to represent the college.
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation with a Bachelor's degree and three years experience involving frequent public contact and including at least one year of experience in a lead or supervisory capacity.

KNOWLEDGE OF:

Planning, organization and direction of job development, job placement, and work experience activities.

Job placement resources, trends and opportunities.

Methods and techniques used in job placement centers.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
Statistical recording methods.
Office machines including computer equipment.
Computerized use of job placement information and assessment software.
Principles of training and providing work direction.

ABILITIES:

Develop professional relationships with local business, industry, government, and educational institutions.
Plan and organize a comprehensive job placement program.
Implement, evaluate, and develop job development, job placement, and work experience programs.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Make presentations to small and large groups.
Display a commitment to the community college philosophy.
Work well with people.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Directs and supervises Job Placement specialists and student workers.

CONTACTS: Co-workers, other departmental staff, external communities, federal and public agencies, other Community Colleges, students, and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS:

Normal office environment.