

## **PLACEMENT SPECIALIST**

### **CLASS SUMMARY**

Under direction, performs specialized tasks in planning, coordinating and implementing the on-campus Student Assistant Program and coordinates the private sector program; has responsibility for the day-to-day operation of the Job Placement Office without close supervision; coordinates and organizes diverse functions into a cohesive program; interprets rules, regulations, and procedures; maintains budget; coordinates the clerical work flow among staff and students; and assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinates, implements and maintains all aspects of the Student Assistant Program for the District administration offices, Santa Ana College or Santiago Canyon College and its affiliated continuing education and child development centers; coordinates and maintains fiscal budgets for the student assistant program; Interviews and places students in appropriate on-campus jobs as part of the Student Assistant Program; responsible for the day-to-day operation of the Student Placement Office; performs tasks using independent judgment and decision-making skills; implements Federal, State and Local laws affecting services; develops and coordinates tracking system for record keeping, monitoring of program participants and program outcomes; processes paperwork related to the hiring and payment of students, including disbursing student assistant monthly paychecks, distributing, collecting, auditing and signing student assistant monthly timesheets; monitors student enrollment status; maintains and updates student assistant files; enters data in the computer; performs specialized financial record-keeping duties; directs and coordinates the work flow for clerical staff and student assistants; performs needs assessment for the Student Assistant Program; evaluates and makes recommendations of job slots for the Student Assistant Program; holds student and supervisor conferences; performs a variety of complex clerical duties, including typing all office correspondence, designing and preparing all office forms, and creating, maintaining, and updating Federal Work Study reports for the Financial Aid Director; interacts with students and faculty in evaluating student assistant job performance; maintains files and records for the District housing program; authorizes students to drive district vehicles; processes paperwork and maintains driver files for Dean of Student Affairs; directs and coordinates work flow for clerical staff in the placement of students in jobs in the private sector; directs staff in the operation of the private sector JOBTRAK computer program; maintains files and records of employment opportunities for students; maintains records and files of students' employment in the private sector; prepares regular and special reports; responds to inquiries concerning student assistant payroll; prepares and submits employment verifications, unemployment insurance forms, and subpoenaed information.

**PLACEMENT SPECIALIST (continued)**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to an AA degree and at least two years of experience or a high school diploma and four years of experience in a Job Placement function including working with a diverse population.

**Knowledge and Abilities**

Knowledge of: laws, regulations, policies and procedures governing on-campus employment programs and private sector placement.

Thorough knowledge of: the principles of interviewing and hiring of students; the special problems of disadvantaged students.

Ability to: plan, prioritize and organize work; make decisions in accordance with established regulations and procedures; establish and maintain effective interpersonal relationships and maintain a positive rapport with students and staff; organize work flow, lead other staff and students and follow through on own initiative to clear up discrepancies or obtain information related to the hiring and payment of students.

**ESSENTIAL FUNCTIONS**

Responsibility for the day-to-day operations of the Job Placement Office. Interviews and places students in on-campus jobs. Implements Federal, State and local laws affecting services. Processes payroll paperwork related to the hiring and payment of student assistants. Directs and coordinates workflow for clerical support staff and student assistants. Performs needs assessment for the student assistant program. Evaluates and makes recommendations of job slots for the Student Assistant Program. Holds student and supervisor conferences. Prepares regular and special reports and correspondence. Disburses student assistant monthly paychecks. Maintains files and records for the District housing program. Authorizes students to drive district vehicles and maintains files. Coordinates work flow for clerical staff in the placing of students in jobs in the private sector. Maintains files and records of employment possibilities for students. Maintains records and files of students' employment in the private sector.