

JOB PLACEMENT COORDINATOR

CLASS SUMMARY

Under general supervision, performs specialized tasks in developing planning, coordinating and implementing the on-campus Student Assistant Program; has responsibility for the day-to-day operation of the Student Placement Office; coordinates and organizes diverse functions into a cohesive program; interprets rules, regulations, and procedures; maintains the budget; coordinates the clerical work flow among staff and students; and assumes and performs related duties as required.

REPRESENTATIVE DUTIES

Coordinates the student assistant program for district educational sites and Child Development Centers; maintains the fiscal budget for the student assistant program; develops and coordinates procedures for providing employment opportunities to program participants; coordinates with staff in Human Resources, Payroll, Accounting, Financial Aid, ITS and faculty and managers. Conducts 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, distributes, collects, audits and signs student assistant monthly timesheets; 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; conducts student and supervisor conferences; performs a variety of complex clerical duties, including typing all office correspondence, designing and preparing all office forms; creating and 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; creates and maintains a system to monitor expiration dates of employment authorization documents; creates and designs handbook which is distributed to all supervisors; supervises the collection of all payroll packets; verifies required employment documents for validity; maintains files and records of employment opportunities for students; prepares regular and special reports; responds to inquiries concerning student assistant payroll; prepares and submits employment verifications, unemployment insurance forms, and subpoenaed information.

JOB PLACEMENT COORDINATOR (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, and the principles of budgeting.

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 resolve discrepancies or obtain information related to the hiring and payment of students.

ESSENTIAL FUNCTIONS

Responsibility for the day-to-day operations of the Student Placement Office. Coordinates the student assistant program for district educational sites including Child Development Centers. 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. Conducts student and supervisor conferences. Prepares regular and special reports and correspondence. Maintains files and records for the District housing program. 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. Maintains a budget.