

Range	32
Hours	8
Week	40
Months	11

SHASTA - TEHAMA - TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Employment Development Services Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, coordinate, and implement job development services to aid student applicants in preparing for and obtaining employment, and to establish community and business contacts in the development of student employment opportunities. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class performs a variety of job placement functions in support of Employment Development programs and objectives.

SUPERVISOR: V.P. of Student Services

TYPICAL DUTIES:

- Plans and coordinates job development, referral, and advising program. Hosts and presents career activities and events.
- Interviews applicants and places referrals.
- Prepares resource material packets and provides interviewing, advising, and placement services. Prepares job development guidelines and brochures; compiles and disseminates job development and placement information.
- Interviews graduating vocational students for career placement.
- Provides career placement packets to graduating vocational students that may be mailed to prospective employers upon request.
- Initiates, plans, and organizes recruiting events; maintains file of positions and employers; arranges for on-campus recruiting and/or interviewing.
- Promotes and administers job development programs. Coordinates resume writing and job interviewing workshops.
- Interviews and assigns Financial Aid Work Study students to on-campus jobs.
- Selects, trains, and supervises student assistants.
- Provides counter and phone assistance concerning specific information. Maintains computers related to employment programs and services.

Typical Duties (continued):

- Maintains files; tabulates and compiles statistical reports; composes and types materials.
- Processes authorization to employ forms for all student employees.
- Verifies enrollment status of student employees.
- Makes contact with business, industry, and governmental agencies.
- Attends meetings and conferences as a representative of the College Placement Office.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Interviewing and job placement techniques.
- Available resources for referral of students with special problems.
- Philosophy and objectives of Student Aids Program.
- Occupations, occupational terminology, and qualifications necessary to fill positions available to students.
- Current and future labor market conditions.
- Principles and practices of supervision and training.
- English usage, vocabulary, grammar, and punctuation.

Ability to:

- Ascertain and evaluate the qualifications of work applicants.
- Develop job opportunities with employers.
- Train and supervise assigned personnel.
- Analyze situations accurately and adopt an effective course of action.

Employment Standards (continued):

- Communicate effectively and tactfully in both oral and written forms.
- Understand and carry out instructions in an independent manner.
- Operate a variety of office equipment, including computer.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Education/Experience:

- Minimum of one year's experience involving any combination of the following:
  - Working with employment and training agencies such as EDD, PIC, etc.
  - Experience in job placement, career exploration or job search activities.
  - Involvement in career guidance, career counseling or career center activities.
- Preferred: Bachelor's Degree and coursework in guidance career education and job placement. Minimum Requirement: A.A. Degree or equivalent.