



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Internship Work Experience Coordinator		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Associate Vice President of Economic & Workforce Development		

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 recruit students, faculty, and employers to participate in the work experience/internship programs. Oversee marketing of the Work Experience/Internship programs. Oversee reporting, including data collection and validation as required by the California Community College Chancellor's Office (CCCCO) including troubleshooting problems. 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.

TYPICAL DUTIES

- Plans and coordinates job development, referral, and advising program. Hosts and presents career activities and events.
- Recruits students, faculty, and employers to participate in work experience/internship. Advises students regarding potential placements.
- Interviews applicants and places referrals.
- Prepares resource material packets and provides interviewing, advising, and placement services. Prepares 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 for positions and employers; arranges for on-campus recruiting and /or interviewing.
- Assesses student workplace readiness; discuss and model positive work skills and habits; assist students in exploring career interests.
- Assists with program review for the Work Experience/Internship program to establish long and short term goals and strategies.
- Promotes and administers job development programs. Coordinates resume writing and job interviewing workshops.

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- Selects, trains, and supervises student assistants.
- Provides counter and phone assistance concerning specific information.
- Maintains computers related to employment programs and services.
- 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 meeting and conferences as a representative of the College Placement Office. Attends CTE departmental meetings and advisory committees' meetings.
- Promotes positive relationships in the community including business organizations, chambers of commerce, and employer.
- Maintains confidentiality.
- Demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Interviewing and job placement techniques.
- Methods and techniques of coordinating work experience/internships.
- Employment preparation, including search and hiring 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.
- Methods and practices of record keeping and report writing.
- Applicable sections of the State Education Code and other applicable laws, including those pertaining to Cooperative Work Experience and internships.
- Current and future labor market conditions. Current technologies, personal computer, and associated office software including database software and spreadsheets.
- Principles and practices of supervision and training.
- Correct usage of English, grammar, spelling, punctuation, and vocabulary.
- Marketing strategies.
- Employment interviewing and resume development techniques Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Ascertain and evaluate the qualifications of work applicants.
- Develop job opportunities with employers.
- Organize and develop creative Work Experience/Internship components.
- Train and supervise assigned personnel.

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- Mentor students.
- Travel within the District with personal transportation.
- 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.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative working relationships with faculty, employers and those contacted in the performance of duties.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students including those with physical and learning disabilities.

QUALIFICATIONS*Education/Experience Required:*

- **Preferred:** Bachelor's Degree and coursework in guidance career education and job placement. Minimum Requirement: A.A Degree or equivalent, 3-5 years of related experience; or equivalent combination of education and 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.

Other Requirements:

- A valid California driver's license

Working Conditions:

Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent contact in person and on the telephone with College personnel, students, and representatives of the business community, external funding agencies and community or professional organizations. Frequently must travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.

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APPROVALS

Date Created/Revised: 6/2017

Cabinet Reviewed: 7/2017

Board Approved: 10/11/2017

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)