



## Position Description

<b>Position:</b> Student Employment Services Supervisor	<b>Position Number:</b> 400800
<b>Department/Site:</b> Student Employment Services	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Dean of Admissions and Records	<b>Salary Range:</b> 8

### Summary

Under the general direction of the dean of admissions and records, the position of student employment services supervisor provides leadership, administration, and strategic vision for on-campus employment services to Citrus College students. Organizes, coordinates, and participates in the day-to-day activities of the student employment services office. Works with local employers to identify employment opportunities for students, receives job orders by mail and by telephone and prepares postings. Performs lead duties and provides work direction to assigned staff. Oversees the cooperative work experience program and annual job fair.

### Essential Duties and Responsibilities

- Actively seek to identify local employment opportunities and work with local employers to develop and increase the availability of both full- and part-time job opportunities.
- Manage and supervise daily operation of student employment center office activities and assigned staff.
- Lead and oversee staff through the entire process of hiring on-campus student workers.
- Ensure that staff correctly and accurately processes, enters, and updates student payroll data into the Los Angeles County payroll system (HRS).
- Verify student eligibility.
- Determine and then process all student salary increases and data changes.
- Address employee relations issues between student and supervisor.
- Process verifications of employment forms for student workers.
- Keep up-to-date on employment laws and regulations.
- Promote potential employer awareness of student employment office services through participation in local civic and service organizations.
- Cooperate with and provide assistance to vocational education faculty in the placement of students completing their educational program.
- Maintain awareness of employer needs through participation at advisory committee meetings and personal contacts.
- Coordinate and arrange for on-campus recruitment by local employers.
- Coordinate on-campus and work study student employment activities.
- Provide assistance to students in resume writing and interview techniques.
- Cooperate with and support the Career/Transfer Center and Disabled Student Center activities as they relate to job development and student employment.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge, Skills and Abilities**

- Knowledge of student employment services activities and procedures at a community college.
- Knowledge of interviewing techniques.



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- Knowledge of Equal Employment Opportunity regulations and other laws, codes and requirements related to employment.
- Knowledge of modern office practices, procedures and equipment, including software applications.
- Knowledge of principles and practices of supervising and training.
- Knowledge of record-keeping techniques.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Coordinate, to organize, and implement the activities and programs in student employment services.
- Plan and prioritize workloads.
- Maintain current knowledge of employment related trends and legislation.
- Prepare and post job orders.
- Maintain records and prepare reports.

### **Physical Abilities**

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

- Possession of a bachelor's degree in business or related area with three years of experience in human resources or in a community college or university student employment office.

### **Licenses and Certificates**

- Requires a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist and some international travel is required.