



POSITION DESCRIPTION

Student Employment Technician I

Position Student Employment Technician I

Department/Site.....

FLSA..... Non-Exempt

Evaluated by

Salary Range26

Summary

Provides support and service to the job development and job placement program. Interviews students to determine education, work history, and qualifications for on-and-off campus job placements. Orients students to the services provided, develops skills in student job seekers, and provides general office support.

Essential Duties and Responsibilities

- Maintains up-to-date temporary, full-time, part-time, and graduate job banks consisting of employer information and job specifications. Maintains, updates, and distributes job orders to appropriate departments to stimulate student awareness and interest.
- Receives inquiries from students for employment and volunteer opportunities.
- Interviews students to verify education, experience, and special qualifications. Provides individual assistance for students by critiquing and advising on preparation of resumes, approaches to interviews, and research of employers.
- Works with counseling and other college resources so students can conduct career assessments. Assists counselors with matching students to jobs based on interest and aptitude.
- Assists with organization of and may attend job fairs. Publicizes, seeks out and makes arrangements for job fair presenters, and arranges for other similar activities.
- Refers students to suitable employment off campus volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Compiles statistics and other data for special reports. Routinely prepare reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Ensures the equal and fair treatment of all student applicants for and recipients of job placement assistance including those with language difficulties and disabilities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a basic knowledge of recruitment and employment techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity.
- Requires basic knowledge of publicly funded job and training programs.
- Requires knowledge of the rules and regulations governing student employment.
- Requires a basic knowledge of the features of payroll, employee benefit plans, and job descriptions.
- Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases,



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verifying numerical and demographic information, and entering information onto established data entry screens.

- Requires sufficient math skills to compute sums, averages, products, and quotients.
- Requires sufficient human relations skill to convey private information, to give instructions and conduct interviews, and to facilitate discussions. Requires language, grammar, and writing skill to prepare professional correspondence, position advertisements, and informational brochures.

- Abilities

- Requires the ability to carry out all aspects of the position.
- Requires the ability to interpret the policies, procedures, techniques, and rules governing student employment and job placement at the college.
- Requires the ability to achieve harmony and cooperation in communications with others.
- Requires the ability to prepare professional correspondence for routine communications.
- Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Requires the ability to maintain up-to-date files and ensure security of private information.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis.
- Requires the near visual acuity to read printed materials and microcomputer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials.
- Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

Education and Experience

- A high school diploma, or the equivalent, and two years of human resources-related office experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.