



POSITION DESCRIPTION

Student Employment Technician II

Position Student Employment Technician II
Department/Site.....
FLSA..... Non-Exempt
Evaluated by
Salary Range 33

Summary

Provides specialized support and service to the job development and job placement program. Administers day-to-day activities such as soliciting employer interest and involvement in the employment of students and graduates, orienting students to the services provided, developing skills in student job seekers, and providing general office support.

Essential Duties and Responsibilities

- Establishes and maintains temporary, full-time, part-time, and graduate job banks consisting of employer information and job specifications. Maintains and continually updates job orders by category. Distributes job orders to appropriate departments to stimulate student awareness and interest.
- Contacts prospective employers by telephone and in-person to set up recruitment profiles. Schedules and visits various employers to identify potential positions for students and promote the District's job placement service.
- Receives inquiries from students regarding employment and volunteer opportunities. Provides orientation on the nature of employment opportunities listed through the District.
- Prepares, schedules, and delivers workshops and classroom presentations on job search techniques, resume writing, and interviewing skills. Provides individual consultations in these subjects for students by critiquing and advising students on preparation of resumes, approaches to interviews, and research of employers.
- Works with counseling and other District resources so students can conduct career assessments. Assists Counselors with matching students to jobs based on interest and aptitude.
- Participates in organizing and attends 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 coordinate referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Maintains and updates office procedures and informs appropriate staff of changes in District, state or federal rules and regulations affecting student employment and job programs.
- 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.
- Process student workers, including entering data into employment-related databases.
- Performs other duties as assigned that support the overall objective of the position.



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Qualifications

- Knowledge and Skills

- Requires a working knowledge of generally accepted personnel management practices, including fair employment practices and laws.
- Requires a basic knowledge of recruitment and employment techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity.
- Requires working 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, 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 relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.
- 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 District.
- 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 and confidentiality of employee 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.



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Education and Experience

- An associate degree, or the completion of sixty (60) college-level semester units, and one year of human resources-related experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, three years of human resources-related experience.

Licenses and Certificates

- May require a valid driver's license.



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Working Conditions

Work is performed indoors where minimal safety considerations exist.