

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: WORK SITE COORDINATOR

SALARY TABLE: 29

SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of the Director-Career Advancement Center, provide marketing, outreach, special event and liaison services in support of employment placement and career development for College students; coordinate communications and information between students, staff, faculty, employers and the public in the promotion of services and enhancement of employment opportunities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of employment placement and career development for College students; coordinate activities and services to provide students with employment, internship, volunteer, mentoring, job shadowing and cooperative education opportunities in an efficient and timely manner; monitor and adjust activities in response to student and employer needs.

Coordinate communications and information between College personnel, students, employers and outside agencies regarding employment and career development services, opportunities and placement; respond to inquiries and provide information concerning jobs, internships, recruitment, employment services, programs, policies, procedures and objectives.

Provide marketing and outreach services to develop and maintain an employer and non-profit agency base for student placement; establish and maintain contact with employers and other agencies in the promotion of services and enhancement of employment opportunities; explain and assist organizations with selecting career development, training and employment placement services.

Develop, implement and promote job fairs, workshops, meetings and other special events in support of employment placement and recruitment; recruit and coordinate employers, armed forces representatives and others for job fair participation; arrange for guest speakers; research and obtain event funding; reserve and set up facilities and services for events.

Prepare and disseminate flyers, handouts, banners, bulletins, postcards, invitations, displays and other promotional and informational materials and packets related to employment and recruitment services and events; request, compile, assemble, distribute and arrange for the publication of job and internship listings; update and maintain internet web pages, job listings and recruitment information.

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Ewing Consulting Services

Promote employment services to students and faculty; arrange for the placement of employment service advertisements; contact faculty concerning employment services as appropriate; monitor and coordinate employment activities in response to faculty needs.

Input employer and a variety of other data into an assigned computer system; update, modify and maintain employer database; establish and maintain manual and automated files of job listings and career development opportunities; initiate queries and generate computerized reports; assure accuracy of input and output data.

Research and evaluate local and regional labor market data and information to identify trends in employment and career opportunities; conduct labor market, student and employment surveys as requested; advise Career Center and other staff concerning labor market trends; monitor, evaluate and provide recommendations concerning the effectiveness of employment services and systems.

Compile information and prepare and maintain a variety of records, reports and files related to employers, jobs, surveys, labor markets, job fairs and assigned activities.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact employers to follow-up on employment placement.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and participate in various conferences and meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures involved in providing marketing, outreach, special event and liaison services in support of employment placement and career development for College students.

Career development and employment opportunities in the community.

Employment, internship, volunteer, mentoring, job shadowing and cooperative education resources, standards, requirements and information.

Policies and objectives of assigned program and activities.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Local and regional labor market and related demographics.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Research, record-keeping and report preparation techniques.

Public relations techniques.

ABILITY TO:

Perform a variety of specialized duties in support of employment placement and career development for College students.

Coordinate communications and information between personnel, students, employers and outside agencies regarding employment and career development services, opportunities and placement.

Establish and maintain contact with employers and other agencies in the promotion of services and enhancement of employment opportunities.

Develop, implement and promote job fairs, workshops, meetings and other special events.

Prepare and disseminate a variety of promotional and informational materials and packets.

Request, compile, assemble, distribute and arrange for the publication of job and internship listings.

Promote employment services to students and faculty.

Research and evaluate local and regional labor market data and information.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.

Prepare and maintain a variety of manual and automated records, files, databases and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, career development, education, social sciences, human resources or related field and two years employment placement, career development or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.