STUDENT EMPLOYMENT COORDINATOR

DEFINITION

Under direction, organizes, coordinates and performs professional level work in the administration of comprehensive student employment services for students, graduates and the community; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for overseeing all staff and activities related to the functioning of an on-campus student employment office which provides both employment opportunities on and off campus for students. Successful performance of the work requires both program organizational skills and written and oral communication skills to ensure that program requirements are met while providing maximum assistance to students and the community.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, recommends and implements policies, guidelines and procedures related to College student employment activities and functions
- Coordinates and oversees all activities and support staff of the student employment office
- Prepares the annual budget request for the student employment office and monitors expenditures
- Provides information to students and graduates regarding services and available job opportunities
-Processes and distributes necessary applications and forms
- Monitors applicable laws and regulations regarding employment practices and makes prospective employers and applicants aware of them
- Acts as liaison among faculty, community groups, the public and others and makes them aware of the College's student employment services
- Encourages the development of cooperative programs to serve the needs of business and industry
- Administers interagency agreements for work study and related programs
- Coordinates, publicizes and implements special programs such as job fairs, on-campus recruitments and student job skills workshops
- May present workshops and informational meetings
- Works directly with students and employers to obtain information and make referrals
- Resolves problems that may occur between students and employers
- Oversees the maintenance of and personally maintains accurate records and files and prepares correspondence, reports and other written materials related to student employment activities and programs
- Interviews candidates, directs and reviews the work of office and student support staff and instructs staff in work procedures
- Serves on committees and participates in professional organizations
EXAMPLES OF DUTIES (Continued)

- Designs and oversees production of informational materials regarding student employment
- Enters and retrieves information using a personal or on-line computer
- Performs a variety of standardized office support work, including operating standard office equipment
- Performs related duties as required/assigned

QUALIFICATIONS

Knowledge of:

- Basic terminology, procedures and laws related to job placement and employment
- Techniques for dealing with individuals from various socio-economic and ethnic backgrounds
- Program development and administration principles and practices
- Basic budgetary principles and practices
- Standard office practices and procedures, including filing and the operation of standard office equipment, personal or on-line computer and appropriate software
- Basic supervisory principles and practices

Skill in:

- Interpreting, applying and explaining complex laws, rules and regulations
- Planning, organizing, budgeting and assuming programmatic responsibility in the assigned areas
- Representing the College in meetings with community groups and members of business and industry
- Preparing reports, correspondence and other written materials using a personal or on-line computer and appropriate software
- Exercising sound judgment within policy and procedural guidelines
- Directing and reviewing the work of others
- Providing instruction to others in work procedures
- Maintaining accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of the work

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of two years of college with major coursework in business or public administration or field related to the work and three years of responsible personnel, payroll or student services experience. Experience in a public or private job placement or similar setting is desirable.

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