

Cerritos College

Position Description

Position: Student Employment Specialist

Salary Grade: 36

Board Approved: 6/21/2023

### **Summary**

Provides specialized coordination and service to students and alumni in obtaining employment, including those students in the Federal Work Study program. Administers day-to-day activities such as soliciting employer interest and involvement in the employment of students and graduates, interviewing and orienting students to the services provided, developing skills in student job seekers, and providing general office support.

### **Distinguishing Career Features**

The Student Employment Specialist provides technical employment and job search services for students and administers the Federal Work Study program. The Student Employment Specialist requires competency in pre-employment activities such as instructing students on job search skills and resume writing, researching and locating employers with potential job offerings, and matching student backgrounds with jobs.

### **Essential Duties and Responsibilities**

Job Search Services Job Duties:

- 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 College's job placement service.
- Receives inquiries from students regarding employment and volunteer opportunities. Provides orientation on the nature of employment opportunities listed through the College.
- 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.
- Organizes, arranges, and attends job fairs. Publicizes, seeks out and makes arrangements for job fair presenters and participants, 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 disseminating job training-related opportunities.

- Compiles statistics and other data for special reports. Routinely prepares reports on referrals resulting in job placements and success rates measured by retention. May assist 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 disabilities and limited English proficiency.

#### Federal Work Study Job Duties:

- Coordinate the application, interviewing, placement, and orientation process for all federal work study students.
- Review student eligibility with the Financial Aid department for federal work study.
- Coordinates the collection of position descriptions, work study agreements, and off-campus contracts.
- Communicates with supervisors and departments on hiring work-study students and addressing and job performance concerns in collaboration with Human Resources.
- Develops jobs on and off campus for work study students including jobs that meet the federally mandated community service requirements.
- Develops and updates forms, manuals, orientation packets, student and supervisor handbooks and newsletters.
- Identifies business & industry partners to establish off-campus work study positions related to student's Area of Study.
- Assembles data for reports on students receiving federal work study, placements, and other relevant federal work study data.
- Coordinate marketing and outreach for student employment opportunities (e.g. federal work-study, internships, on-&off-campus jobs, etc.)
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- In collaboration with the Financial Aid department, performs Federal work-study duties by utilizing the appropriate student information systems.
- Performs other related duties as assigned.

#### **Qualifications**

- **Knowledge and Skills**  
The position requires a basic knowledge of personnel management practices, including fair employment practices and laws. Requires knowledge of recruitment, interviewing, 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 Federal Work Study student employment. 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 skills to prepare professional correspondence, position advertisements, and informational brochures.

- **Abilities**

Requires the ability to interpret the policies, procedures, techniques, and rules governing student employment and job placement at the College. Requires the ability to accurately communicate college job placement requirements. Requires the ability to prepare professional correspondences. 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. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

The position 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**

The position requires an Associate's degree, or the equivalent, and three years of progressive experience in an employment, recruitment, or human resources office.

- **Licenses and Certificates**

Requires a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.