

JOB DEVELOPER
Career Placement Services

OVERVIEW:

Reporting to the Director, Career Services, this position develops career opportunities and internships for students and graduates and maintains frequent contact with co-workers, counselors, faculty, students, and various departments and outside agencies.

EXAMPLES OF DUTIES:

- *Contacts local employers through various means, including site visits, to develop career opportunities and/or internships for students and graduates: full-time, part-time, and work-study.*
- *Visits companies in the area to provide information about the College programs, and to form and maintain employer-college partnerships with regard to the employment of students and graduates.*
- *Confers with faculty to acquire specific information on vocational programs, and to solicit cooperation and assistance to make the employment placement of students and graduates successful.*
- *Screens and refers qualified students for employment.*
- *Assists the director in planning and hosting job fairs.*
- *Serves as a representative of Mt. San Antonio College at job fairs and when meeting with employers, community groups and other interested agencies.*
- *Maintains relationships with community and other support program services.*
- *Assists job applicants with job search and acquisition skills.*
- *Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.*
- *Performs related duties as assigned.*

MINIMUM QUALIFICATIONS:

Knowledge of:

- *Organization, operations, policies and objectives.*
- *Applicable sections of State Education Code and other applicable laws.*
- *Job development and placement techniques;*
- *Local community/geographic familiarity;*
- *Record keeping techniques.*
- *Various interviewing and data gathering techniques and methods.*
- *Correct English usage, grammar, spelling, punctuation, and vocabulary.*
- *Various computer software applications.*
- *Interpersonal skills using tact, patience and courtesy.*

Skills and Abilities:

- Assertively contact and interact with local employers;
- Assist job applicants with job search and acquisition skills;
- Operate a variety of office equipment.
- Work confidentially with discretion.
- Plan, organize and prioritize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Understand and follow oral and written directions.
- Communicate effectively, both orally and in writing.
- Utilize proper telephone etiquette.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate action according to established guidelines.
- Establish and maintain effective working relationships with others.
- Work effectively with diverse staff and student populations.
- Bilingual English/Spanish preferred.

Education and Experience: Associate's Degree or a combination of experience and education equivalent to an Associate's degree. Responsible job development experience working with business/industry, social agencies, schools or governmental service to identify career opportunities for students.