

Position Description
Specialist, Job Placement - Disabled Students
Department: Disabled Student Programs and Services

POSITION PURPOSE

The Job Placement - Disabled Students plans and implements job development/placement services to support the needs of its disabled students through the Department of Rehabilitation.

NATURE AND SCOPE

The Job Placement - Disabled Students is responsible for making WAIH presentations to appropriate businesses and industries, arranging employment interviews for students, assisting with student support needs i.e., transportation, assessment testing, and providing counseling to students. Other decisions, such as developing long term vocational goals and plans for students, developing marketing strategies and publications about the WAIH program, arranging financial assistance for students, and attending conference and workshops, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Visits companies in the local area to identify and develop job, career, and/or internship opportunities for students; works with campus and community agencies to obtain employment opportunities.
2. Coordinates Job Club workshops for students and potential employers; provides on-site job coaching.
3. Creates and maintains current listings of job openings.
4. Assists job applicants with job readiness skills, including resume preparation, job searches, and interviewing skills.
5. Screens and refers qualified students for employment.
6. Transports students to job interviews, as necessary.
7. Conducts follow up activities of students placed into employment.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures

Knowledge of Federal, State and local laws and regulations governing funded programs preferred; economic and labor market conditions and trends

Knowledge of applicable federal and state labor laws and regulations including EEO, Affirmative Action, Americans with Disabilities Act

Computer literacy; various software applications e.g., Microsoft Office, WordPerfect

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Research principles and methods
Employee interviewing and selection techniques; counseling techniques
Strong analytical skills
Strong problem solving skills
Excellent written and oral communication
Excellent interpersonal skills; work effectively with disabled persons
Ability to work independently
Management and organizational skills

Education and Experience:

A.A. degree in Business, Public Administration or related field
2-4 years directly related experience; previous human resources or job placement and/or public relations and/or community liaison experience preferred
Work with disabled individuals highly desirable

Valid California Driver's License

Working Conditions

Typical office environment