

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Job Placement Technician

BASIC FUNCTION: Under the supervision of the area Executive Dean, provides District students with employment opportunities and workability skills.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Contacts local businesses, institutions, and agencies to determine employment opportunities for students after graduation.
2. Posts all employment opportunities that are mailed, emailed, faxed, or called in by phone or by walk-ins.
3. Conducts presentations, lectures, workshops, and interviews panels on various workability skills such as launching a job search, application preparation, resume writing, interview techniques, job retention, job market trends and internships.
4. Provides one-on-one counseling to college students on various career and occupational topics, as well as general education.
5. Implements and coordinates three (3) annual career fairs that are conducted on each campus (Riverside, Norco, and Moreno Valley).
6. Creates brochures, flyers, newsletters and advertisements for employment information and public relations.
7. Adjusts and utilizes various categories with the annual job placement budget.
8. Provides work direction to part-time hourly employees.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution is desired.

EXPERIENCE: At least two years of closely related experience in personnel departments and/or employment agencies is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Career and occupational opportunities in the community and educational opportunities at the community college.

ABILITY TO: Represent the District to business and industry; work with students with special needs and assist them in successful completion of a training program.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental personnel, security, parking, students, local businesses, institutions, employment agencies,

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.