

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Employment Placement Coordinator

BASIC FUNCTION: Under the supervision of the area administrator, performs skilled clerical duties and provides Norco College CTE students with employment opportunities.

PROVIDES WORK OR LEAD DIRECTION TO: not applicable – no permanent full-time staff to supervise

REPRESENTATIVE DUTIES:

1. Contacts local businesses and government agencies to identify apprenticeship and employment opportunities for Career & Technical Education students after program completion.
2. Assists with the development of industry advisory boards and their members. Assists in recruitment, planning, and coordination of Advisory Board meetings.
3. Works with the College's CTE programs and faculty to develop partnerships and linkages with business, industry, and the community in developing Work Experience and internship opportunities.
4. Composes and produces typewritten letters, e-mails, memos, minutes, and other documents
5. Creates brochures, flyers, newsletters and advertisements for CTE programs of study, career pathways, employment information, and CTE public relations.
6. Collaborates with the Career/Transfer/Job Placement Center in offering 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.
7. Disseminates all internship and employment opportunities that are mailed, emailed, faxed, or called in by phone or by walk-ins.
8. Collaborates with the Career/Transfer/Job Placement Center in coordinating an annual career fair at the College.
9. Assists in preparing required grant funded narrative and expenditure reports within specified timelines.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. An associate degree in a Career & Technical Education field, or a bachelor's degree from an accredited institution, is preferred.

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

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Job placement methods, interviewing skills and job preparation skills; Career and occupational opportunities in the community; commonly used word processing and electronic spreadsheet software; educational opportunities available at the community college level; labor and market conditions, socio-economic issues and their impact on recruitment employment.

ABILITY TO: Represent the College to business and industry; exercise judgment and initiative; work with students with special needs; work effectively with faculty, administrators, staff, and representatives from outside organizations. Plan events, job fairs and information sessions; create job flyers, announcement brochures and other marketing information.

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, faculty, security, students, local businesses, government agencies, employment agencies, the community at large.

WORKING CONDITIONS: Normal office environment.

This is a categorically funded position and continuation of employment is contingent upon availability of grant funds and approval by the Board of Trustees.

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.