

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, STUDENT EMPLOYMENT SERVICES	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under general supervision, coordinate operations of Student Employment Services; coordinate job placements for student employees; implement employment regulations and procedures; serve as a liaison to local business community and District departments; collaborate with Financial Aid and Payroll to monitor Federal Work Study employment.

SCOPE:

The Coordinator, Student Employment Services oversees the operations of Student Employment Services ~~Office~~, providing job placements for students and District programs, in collaboration with other District departments; coordinates referral services for students who are seeking employment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates job placement requests from businesses and District employers seeking student employees; manages web-based employment program.
2. Interprets and applies Federal and State regulations, District policies and procedures and personnel practices as related to District student employees; provides information regarding Student Employment Services.
3. Generates and monitors student payroll timesheets for continued academic eligibility, international student status and continued Federal Work Study eligibility; collects data and prepares reports.
4. Assists in the development of and monitors Student Employment ~~Office~~ budget; tracks Federal Work Study expenditures.
5. Prepares and presents training to supervisors of student employees; prepares outreach materials and updates web pages.
6. Advises student employees and supervisors about rights and responsibilities.
7. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
8. Verifies student employees' employment paperwork including academic enrollment verifications, Federal Work Study eligibility, and documents related to employment eligibility; maintains confidential student employee files in compliance with District policies and procedures.
9. Supervises and trains student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Establish and maintain effective relationships with local and District communities, businesses, and employers; work independently with minimum supervision; ascertain and evaluate the qualifications of job applicants; interpret and apply codes, laws and policies and apply with good judgment; communicate effectively in English; give presentations to individuals and groups; monitor, track and compile statistical information; follow and give oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population; learn and interpret complex rules.

KNOWLEDGE OF:

Standard employment practices; Federal and State labor laws and regulations including Equal Employment Opportunity, Americans with Disabilities Act, Federal Work Study, Education Code; Penal Code laws and regulations; career development techniques; fiscal management; office productivity software and specialized systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree.

Experience:

Previous (less than one year full-time equivalent) experience in human resources, payroll or related field.