



**TITLE: Coordinator, Workforce Development**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**JOB DESCRIPTION:**

Under general direction, coordinates operations of on-campus Student Employment services; implements employment regulations and procedures; performs duties related to data gathering and auditing, budget monitoring and assisting with budget development, customer relations, or other specialized services; coordinates the District's apprenticeship programs; and coordinates the Special Education Instructional Service Agreements (ISA) with non-profit agencies.

**SCOPE:**

The Coordinator, Workforce Development oversees program initiatives including operations of on-campus Student Employment services, ISA partnerships, and apprenticeship programs; serves as the liaison between the District, faculty, local apprenticeship unions, and non-profit agencies to implement partnerships, training programs, instructional service agreement contracts, and events.

**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 District employers (departments) seeking student employees; oversees online employment program for on campus positions.
2. Provides information and assistance regarding assigned functions, including data, resource planning and reporting requirements; assists in program planning (PRPP).
3. Interprets and applies district, state and federal regulations, policies and procedures and practices, including Family Educational Rights and Privacy Act of 1974 (FERPA), Deferred Action for Childhood Arrivals (DACA) regulations, and Fair Chance Act related to District student employees; provides information regarding on-campus Student Employment services to on-campus supervisors and students.
4. Monitors and assists with the development of multiple budgets for Student Employment Services, Instructional Service Agreements, and Apprenticeship Programs; processes accounts payable; creates auditing systems and reconciles invoices; prepares for external auditing of specially funded projects and/or government-funded programs.
5. Develops and implements outreach and training activities with Instructional Service Agreement (ISA) and Apprenticeship partners.
6. Prepares and presents training workshops and information to supervisors of student employees regarding District and Federal Work Study Programs, and on-boarding of students.
7. Collaborates with District programs and partnering agencies; prepares materials for and attends District and partnering agencies meetings.
8. Prepares outreach materials and maintains web page for on-campus Student Employment services.
9. Advises student employees and on-campus supervisors about rights and responsibilities pertaining to employment.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

10. Verifies student employees' employment paperwork including academic enrollment verifications, Federal Work Study eligibility, and documents related to employment eligibility; collaborates with Human Resources to maintain confidential student employee files in compliance with District policies and procedures.
11. Works in collaboration with Payroll to ensure student evaluation timelines are followed and automatic pay rates applied.
12. Supervises and trains student and short-term, non-continuing (STNC) employees.
13. Serves as lead worker to other classified staff in the department.

**ABILITY TO:**

Work independently with minimal supervision; maintain currency in student employment laws and regulations; develop effective programs and services related to partner agencies, apprenticeships, and on-campus employment; prepare and present effective training workshops; communicate effectively in English, both orally and in writing; demonstrate sensitivity to, and respect for, a diverse population; maintain cooperative working relationships.

**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.

**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:**

Increasingly responsible (2-4 years full-time equivalent) experience in employment and career services in an educational setting; demonstrated public speaking experience.

**OTHER REQUIREMENTS:**

Position requires frequent travel to area community organizations and businesses. Ability to lift up to 50 lbs unassisted.