



**TITLE: Job Developer**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**JOB DESCRIPTION:**

Under limited direction, establishes and maintains relationships with employers and community organizations to develop job opportunities and support continued employment for students. Coordinates day-to-day activities such as soliciting employer interest and involvement in the employment of students and alumni, orienting students to the services provided, posting opportunities and tracking placement data; serves as a lead worker to other Classified staff.

**SCOPE:**

The Job Developer performs activities designed to assist students with finding employment. This includes working closely with local employers, business organizations, and community organizations in developing job opportunities and arranging the direct placement of students matching the job skills with applicant qualifications.

**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. Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles and provide orientations; schedules and visits potential and existing employers to identify and develop positions for students; and promotes the College's job placement service.
2. Establishes and maintains temporary, full-time, part-time, and alumni job banks.
3. Assists qualified students/alumni in identifying positions in their field of interest; assists in development of resumes, cover letters and applications; advises students on employability skills; works with students to gain relevant skills; helps students explore alternative employment options.
4. Maintains currency with industry trends; updates labor market information by researching online resources, attending meetings, maintaining contacts with regional community colleges, and networking with professional/community organizations that are involved in job placement/training activities.
5. Communicates with employers during students' employment and reports results to appropriate staff and/or faculty.
6. Works with faculty program coordinators to collect and track job placement data; compiles data and prepares reports and correspondence regarding job development and placement efforts.
7. Works collaboratively with faculty and staff to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.
8. Attends advisory committees in collaboration with the Internship Coordinator; advises faculty and administration of employment trends and the needs and concerns of the local business community.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

9. Develops marketing and promotional materials to advertise job placement services and activities on and off campus.
10. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy, accuracy and retention of academic records and course repetition requests.
11. Serves as a lead worker to other classified staff in the area.
12. May supervise and train student and short-term, non-continuing (STNC) employees.

**ABILITY TO:**

Develop and maintain collaborative working relationships with students, staff and industry partners; interpret policies, procedures, techniques, and rules governing employment and job placement; demonstrate sensitivity to, and respect for, a diverse population; represent the District by giving presentations and participating in meetings with individuals and groups; communicate effectively in English, both verbally and in writing; work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions.

**KNOWLEDGE OF:**

Local economic and labor market conditions and trends; effective techniques for contacting potential employers; job development and job placement techniques, accepted standard employment practices; community resources and professional organizations; City, State, and Federal laws, regulations, and codes related to employment and Equal Employment Opportunity; modern office methods; emerging technologies and standard office productivity software; Chancellor's Office data and labor market programs to inform outreach efforts; understanding laws and regulations governing state and federally funded programs including labor laws, budgets, and revenue control.

**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 with relevant coursework (such as Human Resources, Marketing, Public Relations, or Business Administration).

**EXPERIENCE:**

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in job development, human resources, job placement, or closely related field.

**OTHER REQUIREMENTS:**

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