

TITLE: Coordinator, Workforce Development

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, coordinates administrative functions of on-campus student employment, instructional service agreements, and apprenticeship partnerships. Serves as the liaison between the District, faculty, employers, 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 and employers seeking student employees.
2. Creates, processes, verifies and approves employment, performance evaluation and rehire documents for on-campus student employees.
3. Onboards student employees and tracks evaluations, merit increases, and training requirements.
4. Creates marketing and outreach materials for recruitment of student employees.
5. Develops and implements workshops, trainings, and communications on student employment processes for on-campus employees and supervisors. Trains on-campus student employees on their employment rights.
6. Designs and leads workshops and trainings for all instructional service agreement (ISA) organizations, apprentice education organizations and faculty liaison on attendance protocols.
7. Processes district contracts for instructional service agreements; creates and processes reports from, and ensures accuracy of schedule of classes for instructional service agreements and apprenticeship education courses.
8. Works with District Career Education departments regarding starting apprenticeship education programs to ensure departments understand necessary steps to meet requirements at the state and/or federal level.
9. Ensures all partner organizations remain in compliance with District and state mandates.
10. Completes and assists with onboarding of new students in conjunction with Admissions & Records for instructional service agreements and apprenticeship education courses which includes semester roll over for all rosters
11. Develops and oversees budgets and planning processes for the Career Hub including work experience, career development services and student employment, apprenticeship education and instructional service agreements.
12. Creates requisitions and approves invoices. Provides invoices to Accounting for payment and approval of funding
13. Oversees content creation for on-campus student employment and Career Education website; assists with Career Hub overall content creation.

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KEY DUTIES AND RESPONSIBILITIES – Continued

14. Interprets and applies District, state, and federal regulations, policies, procedures, and practices, including Family Educational Rights and Privacy Act of 1974 (FERPA), Deferred Action for Childhood Arrivals (DACA), and Fair Chance Act.
15. Coordinates the Celebrate Career Education event including scheduling volunteers, ordering supplies, and day of event implementation.
16. Leads the work of other classified and short-term, non-continuing (STNC) employees.
17. Supervises, trains, and directs the work of student employees.

KNOWLEDGE OF:

1. Standard employment practices, requirements, and expectations.
2. Career development techniques.
3. Fiscal management and budget development.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including Federal Work Study, and labor law.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Prepare and present training workshops.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in a closely related field of study required.

EXPERIENCE:

3+ years of experience in a closely related field required.

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OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Position requires frequent travel to schools, organizations, and community agencies.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).