

JOB DEVELOPER

DEFINITION

Develops job opportunities and internships for students by establishing and maintaining relationships with employers and community organizations, facilitates job placement through the use of specific job related workshops and seminars, and places students in jobs following completion of an educational or training program at a college.

TYPICAL DUTIES

- Develops job opportunities and internships for program participants in general and specialized occupational fields.
- Develops job opportunities for program participants with special needs such as seniors, physically, or learning disabled.
- Establishes and maintains relationships with local employers, business organizations, and community groups to develop job leads and maintain the visibility of college programs and activities.
- Visits local employers to evaluate job content, working environment, and the ability of the employer to meet contractual obligations.
- Conducts work-site visits to evaluate the progress of placements through various phases of employment.
- Answers inquiries from potential program participants regarding program eligibility, training, and placement possibilities.
- Assesses the training, experience, and personal qualifications of program participants and matches them with employers required qualifications.
- Advises faculty and administration of the employment trends and needs and concerns of the business community.
- Represents the program at community events and meetings to provide information to prospective employers and program participants about eligibility requirements, training curriculum, and job opportunities.
- Conducts workshops and advises students on resume preparation, job search skills, interview techniques, and personal grooming, dress, and attitude in a business environment.
- Develops and coordinates special programs for students and employers; such as information days and recruitment days.
- Works with personnel in other college offices to facilitate services to program participants.
- Compiles data and writes reports and correspondence regarding job development and placement efforts and results.
- Reviews, processes, and maintains a variety of forms, records, and applications.
- Prepares correspondence related to placement services and activities.
- Writes bulletins, brochures, and other forms of program publicity.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Job Developer works with local employers, business organizations, and community organizations in developing jobs opportunities and internships and arranging the placement of students following completion of an educational or training program at a college.

A Student Services Assistant participates in the development, promotion, operation, and evaluation of student services programs. A thorough knowledge of program requirements, goals, and procedures is continuously applied in performing the duties of the class.

SUPERVISION

Immediate supervision is received from a program manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Job development techniques
- Job placement techniques
- Job search and interview skills
- Principles of public relations, publicity, and marketing
- Sources of information on occupations and occupational trends
- Proper business English, punctuation, spelling, and grammatical usage
- Local employment market
- Job content and employment qualifications for various occupations
- Community resources and organizations
- Vocational education programs
- City, State, and Federal laws, regulations, and codes related to employment and Equal Employment Opportunity
- Capabilities of computer systems, software, and hardware used in the employment field

Ability to:

- Develop job opportunities for students
- Establish and maintain effective working relationships with administrators and staff of the college and District, governmental agencies, private organizations, and the community
- Motivate employers to become involved with the program, students, and college
- Understand and apply eligibility requirements related to special programs and services which include a job development and placement component
- Prepare clear, comprehensive, effective, and persuasive written and oral presentations
- Work effectively with individuals from a variety of educational, socioeconomic, ethnic backgrounds and different age levels
- Communicate effectively orally and in writing
- Prepare clear written reports and communications
- Exercise sound judgment
- Effectively utilize specialized software applications and systems found in the employment field
- Keep detailed and precise records
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university with a degree in public relations, marketing, student counseling, communications, or a related field.

AND

One year of full-time paid experience in job development, job placement, employment counseling, or a closely related field.

OR

- B. An associate degree or its equivalent from a recognized college or university preferably with coursework in public relations, marketing, student counseling, communications, or a closely related field **AND** three years of full-time paid experience in job development, job placement, employment counseling, or a closely related field.

Special:

A valid Class "C" California driver's license.
Access to an automobile.