

CAREER INFORMATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Coordinator of Placement and Follow-up Services, an incumbent of this position is responsible for obtaining and updating job opening information provided by employers for a variety of jobs within a number of careers. This responsibility includes suggesting to the employers, (in person or by phone), changes in pay, time schedules, qualifications and the wording of descriptions of job vacancies in order to attract candidates from the Community College. The vacancy data is handwritten on job listing forms for use by job seekers by the incumbent of this position. This position entails responsibility for assisting job seekers in proper utilization of Job Center listing files, adhering to its procedures and follow-up on the progress of job seekers in obtaining jobs. An incumbent of this position orients and supervises hourly and student workers assigned to the Job Center. Supervises and participates in a variety of administrative detail pertaining to departmental reports, operations, maintenance, files, equipment and personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives, seeks out, and updates information about job vacancies: the number of vacancies, duties, size and type of form or agency, advancement opportunities, qualifications, pay, time schedules, location, public transportation, and how the employer wants interested persons to apply based upon telephone calls from various employers in the County;

Suggests to employers, (in person or by phone), changes in pay, time schedules, qualifications and the wording of descriptions of job vacancies in order to attract candidates from Westchester Community College;

Telephones major employers in the County to locate job vacancies;

Telephones employers who have listed job vacancies with the Center to see if the jobs have been filled, whether they were filled by someone from the College, and if these employers have additional openings to list;

Telephones the Federal Job Information Center to get information on procedures and current hiring;

Describes and explains to employers, faculty, and administrators the reasons for the policies and procedures of the Job and Career Center;

Explains to employers provisions of the laws governing hiring and employment, and persuades them to meet the requirements of those laws;

Classifies each vacancy according to the qualifications required by the employer and the correct filing of job listing in the Career Information Collection files;

Selects job vacancies to be given special circulation and the administrators and job seekers to whom they will be circulated;

Makes information on job vacancies available to job seekers including assistance to them in areas such as selection of jobs for which they are qualified and taking notes on jobs and requiring job seeker to use those skills correctly;

EXAMPLES OF WORK (continued):

Provides recommendations to Coordinator as to means for developing improved records, procedures and services;

Explains Job and Career Center policies and procedures to job seekers in terms of the reality of the local job market, and makes sure job seekers understand how to make full use of the Job and Career Center;

Checks by in-person, telephone and mail follow up to find out if job seekers have obtained jobs;

Prepares clear hand written and precise job descriptions and records of all contracts with employers, job seekers, faculty, administrators and other sources of job and career information;

Selects and refers to professional staff for additional help to job seekers who are not able to or may not be able to locate and land the kinds of jobs they wish and inform all job seekers of the availability to this additional help;

Orients and supervises the work of hourly workers and student workers assigned to the Job Center.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the variety of jobs in various occupational fields; knowledge of educational programs at the two and four year College level; ability to write legibly; ability to exercise judgment; ability to deal with others effectively; ability to follow directions both oral and written; ability to speak and write clear and concise and correct English; ability to keep detailed and precise records; initiative; resourcefulness; tact; understanding; cooperation; patience; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and either; (a) four years of experience in the collecting, coordinating, and disseminating information in personnel, education, library, business, community service or other service related fields; or (b) completion of two years of college level studies and two years of experience as stated in (a); or (c) a Bachelor's degree* and one year of experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Two years of verifiable volunteer experience in one of the above stated areas may be substituted for one year of paid experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: C0218
JOB GROUP: VII