

COORDINATOR OF OCCUPATIONAL PLACEMENT AND FOLLOW-UP SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Dean of Academic Affairs, the incumbent operates and administers an employment placement service for Community College students. This position is responsible for the operation and administration of a part-time and full-time employment placement service for the students of Westchester Community College. Primary responsibilities include the development of effective relationships with employers, obtaining and disseminating job opening information and appropriate referrals of students to employers. Supervision may be exercised over one or more clerical or secretarial employees. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Establishes and maintains effective job placement relationships with local, regional and national employers;

Administers the operation of the College Placement Office to ensure that students and alumni are served professionally and effectively at all times;

Establishes and maintains communication with the placement officials of other educational institutions;

Develops and maintains a job information system ensuring a constant flow of information on private and public employment to students, faculty and administration;

Maintains a job bank and follow-up system on job referrals;

Arranges student work experiences, career days, recruiter visits and other experiences or events which might facilitate placement.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of job placement; good knowledge of office administration; good knowledge of student counseling and guidance techniques; working knowledge of the mission principles, practices and methods of instruction, educational programs and policies of a junior college; interviewing skills; ability to win and maintain the confidence of a diversity of employers; tact; good judgment; initiative; resourcefulness; imagination; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree in guidance, psychology, student personnel or a related specialty and five years of professional experience in teaching, counseling and/or personnel work.

*SPECIAL NOTE: Education beyond the secondary level must be from an Institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree granting institution.

West. Co.
J.C.: Unclassified
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Job Class Code: C0300
Job Group: XII