

## PROGRAM COORDINATOR - COMMUNITY COLLEGE (JOB CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Counseling and Student Development, an incumbent of this class is responsible for the overall operation of an in-house employment service for the College community consisting of students and alumni. The position is responsible for making contacts with employers in the private and public sectors in order to establish and maintain good relationships. Considerable judgment is exercised in all facets of the placement process. Supervision is exercised over clerical and student assistants. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the college in developing job opportunities with public and private employers in order to provide a wide range of entry level career positions, as well as part-time and temporary jobs for students seeking to defray their educational expenses;

Plans the flow of work in the office, establishes priorities, makes work assignments, and shares in the development of office policy and procedures;

Interviews student job seekers, trains them in the use of the Job and Career Center, facilitates their job placement, and educates them with regard to job search skills which will aid them in future employment seeking endeavors;

Instructs other college personnel, both clerical and professional, in the use of the Job and Career Center facilities;

Plans, organizes and implements the College Work Study Program (a Federal job program), completes local and Federal reports for this program which are subject to State and Federal audit in conjunction with an Assistant Professor/Counselor;

Collects, analyzes, prepares and disseminates labor market reports in job seekers and other interested college personnel;

Prepares the annual report for the Job and Career Center for submission to the Director of Counseling;

Plans, organizes and conducts recruiter visits and business work-study programs;

Screens and refers those not able to obtain or hold employment to appropriate professional staff members for additional services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of employment resources in the County; good knowledge of interviewing techniques and vocational guidance; familiarity with the current job market and occupational groupings; knowledge of educational requirements leading to occupations; ability to communicate effectively orally and in writing; sound professional judgment; ability to establish effective business relationships; ability to maintain detailed records; initiative; resourcefulness; tact; understanding; patience; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and a Bachelor's degree\* and two years experience in personnel, guidance or vocational counseling or employment training.

SUBSTITUTION: Credits toward a Master's Degree\* may be substituted at the rate of 30 credits per year.

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