



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CAREER DEVELOPER	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

### **JOB DESCRIPTION:**

Under direction, plan and develop employment opportunities for SRJC students who have completed programs; refer students to employers for placement; instruct students on employment strategies, resume writing, and interviewing skills; and perform related work as required.

### **SCOPE:**

The Career Developer contacts businesses and industries to develop job and career opportunities for students; helps students prepare to enter the job market; screens students and matches their skills to appropriate job openings; and promotes student employment services both internally at SRJC and externally in the community.

### **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Contacts companies in the local area to identify and develop job and career opportunities for students and graduates.
2. Advises students on interviewing strategies, resume writing, and job search techniques.
3. Develops career positions for graduates; coordinates interviews and follow-up; conducts labor market research.
4. Develops, coordinates and oversees job skills training program and budget for student employees working on campus.
5. Maintains records and job placement statistics; provides monthly report of activities and job placement statistics to the Director of Financial Aid; handles correspondence.
6. Plans and conducts classroom presentations and seminars on job search, resume writing and interviewing skills.
7. Plans marketing and outreach services to promote Student Employment Office; prepares promotional materials.
8. Interacts with various departments and services on campus to coordinate services for students.
9. Trains and supervises student assistants and short-term non-continuing personnel.

**EMPLOYMENT STANDARDS****ABILITY TO:**

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population; give presentations to individuals and groups.

**KNOWLEDGE OF:**

Economic and labor market conditions and trends; variety of vocational career opportunities and criteria for choosing those careers; career development techniques; accepted employment practices; Federal and State labor laws and regulations including EEO, Affirmative Action, Americans with Disabilities Act; laws and regulations governing state and federal funded programs; budgets and revenue control.

**MINIMUM QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

*Education:*

Associate's degree with relevant coursework (such as human resources or public relations).

*Experience:*

Two years of experience in human resources, job placement, or public relations and/or serving as a community liaison preferred.