



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, STUDENT EMPLOYMENT SERVICES	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, coordinate student employment activities; serve as a liaison to local business community and District employers; assist departments and students with the hiring processes; interact with Financial Aid and Payroll offices to monitor Work Study employment; supervise student and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Coordinator, Student Employment Services oversees operation of the Student Employment Office, providing jobs for students and a referral service for the community and on-campus employers.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Coordinates processing of job orders from businesses and campus employers seeking student employees.
2. Interprets and applies federal and state regulations, District policies and procedures and personnel practices as related to District student employees; provides information regarding Student Employment Office services and activities.
3. Generates student payroll timesheets; verifies students' timesheets for units and continued Federal Work Study eligibility.
4. Monitors Federal Work Study limits and notifies students and supervisors when limits have been met.
5. Arranges student employment recruitment activities for local businesses and US military branches.
6. Assists in the development of and monitors Student Employment Office budget; tracks Federal Work Study expenditures.
7. Provides monthly report of activities and job placement statistics.
8. Provides training to supervisors of student employees; may confer with supervisors and trouble-shoot and resolve work-related issues.
9. Verifies student employees' paperwork including, minimum units necessary, Federal Work Study eligibility, and documents related to employment eligibility; maintains student employee files in compliance with District policies and procedures.
10. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Establish and maintain effective relationships with local and campus communities, businesses, and employers; work independently with minimum supervision; ascertain and evaluate the qualifications of job applicants; codes, laws and policies and apply with good judgment; communicate effectively in English; give presentations to individuals and groups; monitor, track and compile statistical information; follow and give oral and written directions; train and direct the work of student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population; learn and interpret complex rules,.

KNOWLEDGE OF:

Career development techniques; accepted employment practices; federal and state labor laws and regulations including EEO, Americans with Disabilities Act; laws and regulations; modern office methods and practices including regulating Federal Work Study and fiscal management; personal computer software programs.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

An Associate's degree with relevant coursework.

Experience:

Experience in human resources, job placement or student employment related activities.