



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
STUDENT EMPLOYMENT SPECIALIST	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision; coordinate part-time student employment activities; serve as a liaison to local business community and campus employers; interact with Financial Aid Office to monitor work-study student employment; perform related work as required.

SCOPE:

The Student Employment Specialist oversees operation of Student Employment Office, providing part-time 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. Processes job orders from businesses and campus employers seeking part-time student employees; enters job orders into computerized database and posts current job listings.
2. Provides information regarding Student Employment Office services and activities.
3. Verifies students' timesheets for units and Federal work study eligibility.
4. Monitors Federal work study limit report and notifies students' supervisors when limits have been met.
5. Arranges campus recruitment activities for local businesses and US military branches.
6. Develops and monitors Student Employment Office budget; monitors Federal Work Study budget.
7. Provides monthly report of activities and job placement statistics to the Director of Financial Aid.
8. Performs administrative duties such as preparing correspondence, answering telephones, greeting visitors, and maintaining accurate files and records.
9. Supervises, trains and directs the work of student assistants.
10. Verifies new student employees' paperwork for minimum units necessary, Federal Work Study eligibility, and I-9 verification.

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; demonstrate sensitivity to, and respect for a diverse population; learn and interpret complex rules, codes, laws and policies such as financial aid requirements and apply with good judgment; communicate 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.

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; Federal, State and local laws and regulations government funded programs; modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management.

Preferred additional knowledge: operation of personal computer software programs designed specifically for financial aid processes (such as SAFERS).

MINIMUM QUALIFICATIONS:

Any 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:

An associate's degree with relevant coursework.

Experience:

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