

**COMPTON COMMUNITY COLLEGE DISTRICT  
EI CAMINO COLLEGE - COMPTON COLLEGE**



**JOB PLACEMENT SPECIALIST**

**FLSA: NON-EXEMPT  
RANGE 25**

**POSITION DESCRIPTION:**

Under general supervision and at the direction of an assigned administrator the Job Placement Specialist will implement a business engagement program using labor market data and establish unsubsidized employment opportunities for Compton College students and alumni. The Job Placement Specialist will work closely with students and alumni who seek employment opportunities that align with their program of study in order to achieve their professional goals. This position will utilize Compton College's Strong Workforce metrics in relation to student job placement.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Interview participants to assess interest/qualifications for unsubsidized placement and internship opportunities.
- Initiate and maintain ongoing personal contacts with a variety of businesses, local chambers, Work Source Partners and industry representatives to promote the value of training and employing students/alum who have been educated by Compton College.
- Understand how/where to search for job leads; keep current with trends and maintains updated labor market information obtained through research.
- Collect data from employers related to job orders, including requirements and skills and upload to online job posting system.
- Ability to successfully match job skills with applicant qualifications.
- Contacts prospective places of employment (including cold calls) to inform potential employers of the benefits and support services provided to them, including addressing employer's special needs. These are to be supplementary, not duplicative of Work Source center employment opportunities.
- Maintain database of program graduates, alumni and students for accurate job placement, activities and outcomes
- Provides necessary follow-up strategies to assist students placed into jobs or internships.
- Coordinates job placement activities with campus discipline and program leadership, and industry advisory committees.
- Assist students in the use of resources and technology for job search activities.
- Attend offsite meetings as a means of connecting and establishing long-term business relationships with the District.
- Other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Must have outstanding people skills and be able to work well with others from diverse backgrounds, and those with special needs;
- Must have excellent organizational skills, including the ability to manage multiple tasks and projects in a timely manner;
- Must be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Must possess the ability to excel at details;
- Must be enthusiastic, creative and capable of functioning effectively in a professional work setting with various levels of staff, and possess the ability to work both independently and collaboratively;
- Ability to work in an outcome-based system, which meets targets and metrics;
- Operates automated office equipment and related software such as word processing; performs a variety of clerical functions such as filing and duplicating.

### **EDUCATION AND EXPERIENCE:**

A bachelor's degree from a recognized college or university preferably with a major in business administration, public administration, educational administration, student services administration, adult education or a closely-related field AND two years of full-time, paid professional-level experience in related duties and responsibilities.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.