

**INTERNSHIP AND EMPLOYMENT TECHNICAL SPECIALIST**

| **Reports to:** | Program Manager, Employment Services | | |
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| **Dept:** | Career Studies & Services | **Range:** | 22 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, assist with the work-based learning and student employment programs; act as lead for technical aspects of program; plan and implement services in the Career Center; implement the training program for student Career Peers; perform administrative support and related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Collaborate with Career Center faculty and staff to implement and monitor a case management approach to delivering career readiness and employment preparation services to credit students.
2. Serve as the functional specialist for database software evaluation, development and enhancements; train others on database usage and functionality.
3. Assist students in exploring career interests and preparing for employment or internships; conduct workshops and classroom presentations; refer students to appropriate workshops, placements and/or employment-related community resources.
4. Maintain employment and internship database; assist community members, employers, and campus departments with developing and posting positions; ensure database integrity and maximize automatic processes.
5. Review and assess the Student Career Peer Program; adapt on-ground instruction for online delivery; obtain content from and coordinate instruction by relevant Career Center and district faculty and staff; monitor student observation and participation logs; schedule Career Peers in Career Studio; advertise availability.
6. Process student internship applications; verify required course completion of each applicant; solicit, and document faculty recommendations for each applicant; ensure all program requirements have been met. Assist with faculty outreach and verification.
7. Develop and conduct surveys, studies and analyses to evaluate student placements, progression, completion and satisfaction; identify areas for improved programs and services; assist in assessing student area outcomes.
8. Provide administrative assistance to department staff; maintain a variety of standard office and specialized records and files; maintain spreadsheets and databases; generate sensitive and complex reports.
9. Create new internship studies and co-op sections in SURF; update and maintain CMS (Canvas) shells for experiential education classes.

### OTHER DUTIES:

1. Assist with job and internship fairs and Career Center student/employer events; prepare and produce promotional materials.
2. Develop, analyze and prepare data analytics reporting for experiential education courses.
3. Develop and maintain proactive relationships with local employers, city and county governments and community groups in order to build employer database, solicit job and internship postings and funding opportunities; develop and maintain mailing and contact lists, and represent the Career Center at job and internship fairs and community outreach events.
4. Perform related duties as assigned.

**KNOWLEDGE OF:**

1. Career Studies and Services programs, services, goals, objectives, policies, procedures and practices.
2. Career and occupational resources, trends and opportunities.
3. Research methods and data analysis techniques.
4. State, federal and district employment and work study rules, regulations and other applic­able laws.
5. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
6. Modern office practices, procedures and equipment including computers and applicable database and software programs.
7. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
8. Basic principles and practices of employee supervision.
9. District human resources policies and labor contract provisions.

**ABILITY TO:**

1. Assign and review the work of student workers and temporary staff.
2. Plan and implement department programs and activities.
3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Set priorities and exercise independent judgment within areas of responsibility.
5. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
6. Track statistical information utilizing complex spreadsheets and databases.
7. Understand, interpret, explain and apply applicable laws, codes and regulations.
8. Maintain confidentiality of district and student files and records.
9. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
10. Represent the district effectively in public settings.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an associate degree program and one year of related work experience in career services; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to student workers and temporary support staff.

**CONTACTS:**

District administrators, faculty, staff, students, employers, community organizations and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.