

STUDENT PERSONNEL ASSISTANT

Career & Job Opportunity Services

DEFINITION

Under general supervision of assigned manager/supervisor, provides students with career and job opportunity services, and serves as liaison with public and private sector employers.

TYPICAL DUTIES

Assists students in developing their educational and vocational objectives; refers qualified students to employers or employment services for placement; and conducts follow-up interviews with students. Orients students, individually or in groups, to available resources; provides one-on-one student assistance with mock interviews, resume critiques, job searches, and using the Internet; and maintains confidentiality of information and materials. Assists in creating an aesthetic, warm atmosphere of acceptance; operates, maintains, and instructs large and small groups in the use and orientation of resources/equipment; presents workshops on career preparation topics; and administers computerized vocational interest inventories and career planning assessments. Researches and serves as liaison for administration of CalWORKS services when necessary. Oversees, trains, hires, and dismisses student assistants; assists counselors and faculty with career education activities; collects and evaluates information about students' abilities, interests, and personality characteristics, using records, tests, and interviews; compiles and studies occupational, educational, and economic information to assist students in making and carrying out vocational and educational objectives; provides vocational and educational guidance training for students; and establishes and maintains relationships with employers and personnel from support service agencies to develop opportunities for students. Responsible for advertising the resources and programs provided including bulletin announcements, newsletters, flyers, handouts, display racks, and other visual displays, and assists with the development of the master calendar of events. Orders, reviews, catalogs, inventories, maintains materials, and prepares and updates lists of information and resources available. Creates, modifies, and maintains reports, records and forms used; develops and maintains a database to track appointments; and develops and updates an employer database. Addresses community groups and faculty members to explain career services; coordinates career fairs and other career-related events; attends appropriate conferences, workshops and staff meetings as assigned; and performs related duties as required.

Workability III Program

For assignments within the Workability III Program, Student Personnel Assistant may also: assist Workability III Counselor/Coordinator in educating students and clients on the skills needed to obtain and retain gainful employment; and informs students, clients, and college personnel of present and future employment opportunities. Interprets program regulations or benefit requirements to assist students in obtaining needed supportive services. Maintains student and client files, employer job files, and statistics of placement activities; and refers qualified students to employers or employment services for placement, including work study and student help positions. Works in cooperation with counselors, instructors, disability, and Learning Disability campus resources and/or other appropriate college staff.

QUALIFICATIONS

EXPERIENCE

Two years in job placement, career planning or student personnel services, preferably in an educational or community college setting OR two years experience in employment development at a community-based organization. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree or 60 semester units (90 quarter units). NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF

Knowledge of elements of correct English usage, spelling and vocabulary; letter and report writing; and structure and content of the English language including the meaning of words, rules of composition, and grammar. Knowledge of record keeping and filing techniques; computers; basic application software, supplies, materials, and media packages used; interpersonal skills using tact, patience and courtesy; and policies and practices involved in personnel/human resources functions. Knowledge of ways to advise students regarding procedures concerning job availability, job readiness and resources; interviewing, resume development, job search strategy resources; and general career development processes and exploration tools.

SKILL IN

Skill in using multiple approaches when learning or teaching new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in assessing how well one is doing when learning or doing something; evaluating the likely success of an idea in relation to the demands of the situation; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; generating a number of different approaches to problems; and observing and evaluating the outcomes of the solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and in working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to maintain confidentiality of information and sensitive materials; compile data and prepare reports; and maintain accurate and complete records. The ability to understand and carry out oral and written directions or ideas; administer and score assessments using computerized systems; generate ideas about a given topic; explain and interpret to staff and students the job service functions; communicate to small or large groups about available resources; and maintain accurate inventory and repair records. The ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computer, computer projection equipment, copiers, printers and personal PA system.