

## **STUDENT PERSONNEL ASSISTANT**

### **Internship Developer**

#### **DEFINITION**

Under general supervision of assigned manager/supervisor, develops work experience and internship sites for students enrolled in the career and technical programs and CalWORKS Program.

#### **TYPICAL DUTIES**

Assists the Cooperative Work Experience instructor with the development of work experience and internship sites. Contacts and makes presentations to prospective employers, works with instructional faculty to identify appropriate work sites and maintains a database of sites and placements. Performs general intake with students to aid in appropriate placement. Assists students in preparing for work site interviews by reviewing resumes, practicing interviews and providing appropriate information about the employer. Conducts workshops on resume development, interviewing, and job search strategies. Serves as a resource to College Advisory Committees; coordinates placement activities with Job Services and the Cooperative Work Experience Coordinator; and assists with the overall services in the Transition Services Center; and performs related duties as assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

Two years experience in job placement or employment assistance preferably in an educational or community college setting. (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) with an emphasis in social science, business, or a related field. NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

##### **KNOWLEDGE OF**

The labor market including local outlook with special emphasis on college program areas; techniques of interviewing, resume development, and job search strategies; career development process and general career exploration tools; computer skill including database management, Internet and multimedia presentation skills. Knowledge of elements of correct English usage, spelling and vocabulary; letter and report writing. and the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of interpersonal skills using tact, patience and courtesy; and policies and practices involved in human resource functions.

##### **SKILL IN**

Skill in computer use including database management and Internet capabilities; and in performing multimedia presentations. Skill in understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking appropriate questions; and in communicating effectively with others orally and in writing as indicated by the needs of the audience.

Skill in evaluating the likely success of an idea in relation to the demands of the situation; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in being aware of others' reactions and understanding why they react as they do; and in adjusting actions in relation to others' actions.

**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; oversee the work of student assistants, and work collaboratively with both the employment community and college populations. 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, copier, fax, and printer.