



JOB DEVELOPER

BASIC FUNCTION

Under the direction of the area administrator, this role offers continual, extensive support to students, alumni, and community members, aiding them in securing employment and improving job-seeking abilities crucial for their success in obtaining and maintaining gainful employment and internships. Responsibilities encompass a diverse array of tasks, such as engaging with employers to cultivate interest in hiring students and graduates, guiding students through the available job placement services, enhancing their job-seeking skills, and advocating for the college and its programs within the community.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification facilitates access to employment and volunteer-based learning experiences aligned with students' general education, career technical education, or personalized program plans. The incumbent fosters communication with local employers and agencies regarding work-related topics and provide assistance in preparing students and program participants for the workforce.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Assist in conducting surveys and analyses of the labor market to assess job trends relevant to student employment. Identify and reach out to employers to ascertain the quantity and varieties of job openings suitable for students. Foster and sustain connections between the business community and a designated program.
2. Create and execute a thorough job placement initiative; explore potential employment prospects for students; serves as a bridge with employers, government entities, and organizations to construct a database of employers, job postings, and prospects; keeps up-to-date job bulletins, internship listings, and volunteer opportunities notifications.
3. Conduct interviews and evaluate students to gauge their readiness for employment and identify their career interests. Support counselors by aiding in appointment scheduling and organizing the assignment of counselors for career search sessions. Assist

Classification: Job Developer / Range: 24 / FLSA Status: non-exempt
Date Last Revised: January 2019 / Date Approved:

counselors by providing support in workshops and individual sessions focused on skills such as interviewing techniques, professional attire, and corporate etiquette.

4. Organize and engage in both on-campus and off-campus career fairs, workshops, conferences, meetings, presentations, and special events. Communicate district objectives and initiatives to the local community, gaining their involvement and support.
5. Produce promotional materials such as guides, brochures, and newsletters aimed at showcasing and encouraging community partnerships with the college.
6. Research, compile, analyze, and summarize data for special projects, programs, and comprehensive reports. Condense diverse data sets for monthly and annual reports, including those concerning student placement and referrals. Generate reports to depict the status of student employment, opportunities, and the participating employers.
7. Assist with student applications for placement referrals; conduct interviews with students to assess their education, training, and interests; evaluate applicants to ascertain their suitability for job orders; coordinate employer interviews for students.
8. Organize and operate on-campus job fairs; promote events; enlist employers, community, and campus resources to support community and student participants; schedule recruitment interviews for employers; engage in local job fair events, business development initiatives, programs, and seminars.
9. Provide training and supervision to employees and students.
10. Engage in the preparation, monitoring, and reporting of budgets.
11. Performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles of training and providing work direction.
- Principles and practices of fiscal, statistical, and administrative report preparation.
- Principles and practices of marketing.
- Tracking and record-keeping techniques.
- Applicable federal, state and local laws, codes, rules, and regulations.
- Modern office procedures, methods, and computer equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Principles and practices of job placement program development and administration.
- Labor market employment trends.
- Business letter writing and report preparation.

Skills and Abilities To:

- Learn, interpret, and apply rules, policies, and procedures.
- Develop and maintain community contacts.
- Research, organize, and present a variety of employment data.
- Maintain records and prepare reports.
- Advise students in matters related to job placement.
- Develop and apply a variety of placement-related software.
- Train and provide work direction to assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination equivalent to a bachelor's degree in business administration, public administration, marketing or a related field and two (2) years of related experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Incumbents may have to attend off campus meetings and events, some of which may take place occasionally in the evening and on weekends.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop,

Classification: Job Developer / Range: 24 / FLSA Status: non-exempt
Date Last Revised: January 2019 / Date Approved:

bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.