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| SANTA BARBARA COMMUNITY COLLEGE DISTRICT  CLASSIFICATION: **CLASSIFIED**  CLASS TITLE: **INTERNSHIP COORDINATOR JOB PLACEMENT SPECIALIST**  SALARY TABLE: **29** SALARY RANGE: **33** |

**BASIC FUNCTIONS**

Under the direction of an assigned administrator, develop, coordinate, oversee, and implement internship and work-based learning opportunities for students enrolled in Career Technical Education (CTE) programs

Assist students in securing paid and unpaid employment opportunities and work directly with employers, local and regional CTE professionals to create an employment pipeline; provide employment preparation services and job development skills training

**REPRESENTATIVE DUTIES**

**ESSENTIAL DUTIES**:

Develop and support strategic relationships with CTE faculty, student support services, internship sites businesses, and local agencies that foster a work-based learning culture.  
Develop and support work experience and/or internship sites for CTE students with special focus on priority industry sectors or employers.  
Provide case management services with a focus on helping CTE students obtain employment;  
advise CTE students on available employment, work experience, and/or internship opportunities.  
Assist students with workforce preparation by conducting resume/cover letter writing, job and internship-search strategies, interview preparations, and other job readiness support.  
Collect, compile, and perform data analysis of program information for the purpose of research, program improvement, and/or program compliance.  
Determine levels of employment related supportive services needed and connect students to the appropriate resources and providers.  
Coordinate with other internship coordinators, job developers, or career service representatives from other colleges in the South Central Coast Region to facilitate increased regional employment and support meeting Strong Workforce recommendations.

**OTHER DUTIES**:  
Perform related duties as assigned.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: bachelor’s degree with major coursework in business, marketing, sociology, social work, psychology or related field and one-year experience working in the area of employment and training with an emphasis on job placement and/or internship coordination including experience working with diverse populations.

**KNOWLEDGE AND ABILITIES**

KNOWLEDGE OF:  
Labor market and industry employment needs.  
Job search, workforce behavior, and employment and interviewing skills.  
Career literature and other job placement resources.  
Student guidance principles and practices.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Office procedures, methods, and equipment including computers and applicable software applications such as  
word processing, spreadsheets, and databases.  
Basic marketing and advertising techniques.  
Research methods and report preparation techniques.  
Record-keeping techniques.  
Pertinent federal, state, and local employment laws and regulations.  
National Association of Colleges and Employers (NACE).

**ABILITY TO:**  
Plan, organize, and implement programs, workshops, seminars, and services regarding job search and related topics.  
Develop jobs and internships in the community.  
Make presentations to large and small groups.  
Understand, interpret, and apply administrative/office policies and procedures as well as pertinent laws, regulations, and ordinances.  
Assist students in identifying career interests, goals, and opportunities.  
Work with community members and organizations in the development of jobs for clients.  
Coordinate partnerships with employers and various city and state agencies.  
Develop and maintain working relationships with employers, community organizations, staffing agencies, and clients.  
Evaluate and interpret employment and labor market information.  
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.  
Implement and maintain filing and record-keeping systems.  
Prepare a variety of clear and concise reports.  
Independently compose and prepare correspondence and memoranda.  
Plan and organize work to meet schedules and changing deadlines.  
Work within the policies, functions, and requirements of area of assignment.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Operate and effectively use computerized career and job search programs.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work independently and effectively in the absence of supervision.  
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**  
Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to conduct presentations, exchange information in person or on the telephone.  
Mobility to attend outreach functions and on and off campus events.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.