

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2012**

JOB PLACEMENT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 – C

GENERAL STATEMENT OF JOB

The Job Placement Specialist coordinates the campus or division student employment programs, both on and off campus, and actively develops opportunities for student and graduate employment in the community. Assure College compliance with federal, state and institutional laws and regulations concerning employment programs. Serve as liaison for various departments involved in student employment programs. The responsible duties are performed under little or no direct supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate all student employment programs, both on and off-campus. Work in conjunction with Campus placement and enrollment service offices to ensure that the most efficient and effective practices are adopted.

Plan and develop goals, policies and procedures for locating and developing off-campus jobs and/or internships for students and/or graduates, regardless of financial need.

Develop procedures for placement of students and/or graduates in off-campus jobs and/or internships and determines best employment program to meet both student and employer needs.

Develop off-campus jobs and/or internship sites to include meeting with and interviewing potential employers.

Produce professional brochures, forms and contracts to promote employment programs and to maintain appropriate records; plans, coordinates, writes, edits.

Make presentation in area business, professional, civic and community groups; attend school and business educational and career fairs.

Maintain all off-campus contracts, including job descriptions and conditions for employment.

Maintain open lines of communication with departments, community and business contacts with regard to job development, student employee performance and other assigned projects.

May work closely with the College budget/payroll office, project accounting office and off campus employer's payroll and accounting departments.

Verify student eligibility and maintain detailed records to satisfy program and audit requirements.

Maintain open lines of communication with departments, community and business contacts with regard to job development, student employee performance and other assigned projects.

May monitor all student earnings and post wages paid to appropriate financial aid accounts.

Reconcile student employment program expenditures, as needed.

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May develop and maintain record keeping procedures to estimate all student earnings generated through job location and development functions, as needed.

Monitor college compliance with federal and state regulations regarding participation in the various employment programs.

Gain a working knowledge of and keeps current with basic financial aid eligibility requirements.

Attend conferences and professional development training seminars.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency supplemented by a minimum of two (2) years of related experience.

PREFERRED QUALIFICATIONS

A bachelor's degree in a related field from an accredited institution supplemented by three (3) years of progressively responsible experience in human resources, marketing, or student development that provides the required knowledge, skills and abilities to successfully perform the duties as described above.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 2/12