Employment Training Advisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide a variety of information to multicultural and socio-economic disadvantaged students regarding various careers, financial aid, educational opportunities and other related issues.

REPRESENTATIVE DUTIES:

1. Provide information to students regarding various careers, financial aid, educational opportunities and other related issues.

2. Review and update Employment Development Plans consistent with the project goals and objectives.

3. Advise students in the selection of courses within a variety of technical and administrative programs; assist with course registration; track student attendance and progress.

4. Assist students with resume writing, preparing applications and interview techniques.

5. Review and project labor market trends; identify marketable skills and potential employers for students; establish relationships with employer representatives; obtain job leads and match to student's Educational Development Plan.

6. Monitor students placed in job search status; obtain employment information and verification; monitor student employment progress; maintain accurate records.

7. Refer students to appropriate student services departments and community resources in order to facilitate student retention.

8. Communicate with administrators, faculty and staff concerning special projects, concerns and other program related issues.

9. Attend and conduct a variety of meetings, conferences and workshops. Plan and coordinate presentations by guest speakers.

10. Establish relationships with funding agency representatives to facilitate communication and provide assistance regarding student referrals; provide information regarding training programs.

11. Prepare and maintain a variety of files, records and reports including program reviews and reports on special projects.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Rules, regulations, policies and procedures concerning student employment, cooperative education and fair employment practices.

2. Interview techniques.
3. Career and occupational information resources.

4. Research methods and techniques.

5. Elements of job preparation.

6. Modern office practices, procedures and equipment.

7. Oral and written communication skills.

8. Public speaking techniques.

9. District organization, operations, policies and objectives.

10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Provide a variety of information to students regarding various careers, financial aid, educational opportunities and other related issues.
3. Perform technical duties related to student employment including screening, interviewing, and referring students and job development.
4. Provide specialized information and assistance to students seeking employment.
5. Communicate with employers concerning existing and potential employment opportunities.
6. Maintain records and prepare reports.
7. Meet schedules and time lines.
8. Establish and maintain cooperative and effective working relationships with others.
10. Work confidentially with discretion.
11. Learn, interpret and explain employment laws, rules, regulations and guidelines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree preferably in business, social science, psychology or related field and two years increasingly responsible experience in job search and job placement activities.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting or standing for extended periods of time.

DATE APPROVED: March 1, 1999
RANGE: N-46
EEO-CATEGORY: H-50
Revised: October, 1999