



INTERNSHIP/JOB DEVELOPER

SALARY GRADE: C1-50

DEFINITION:

Under the direction of an assigned supervisor, provide internship and job placement services for participants and assigned clients. The position requires specialized subject matter expertise in the area of job and internship development and will work within a broad framework of policies and procedures utilizing a high degree of initiative, problem solving and independent judgment. The Internship/Job Developer must be a motivated self-starter with the ability to problem solve and use good judgment; provide for program reporting and accountability. Computer skills required. The development of revenue to support the assigned program(s) is critical to the position and a core essential component of assigned work and evaluation of performance.

DISTINGUISHING CHARACTERISTICS:

This position provides a strong connection between the participants and local companies, businesses, agencies and employer representatives. This position requires excellent interpersonal, written, and verbal communication skills. Organizational skills are a must.

This classification is not funded by the State and continuation is dependent on revenues generated from internship and/or job placements.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Develop relationships and initiate contacts with businesses, corporations, and community-based organizations to secure internship and job opportunities; assist employers in promoting their internship and job opportunities.
2. Develop internships, full-time, part-time, permanent, and/or temporary jobs for participants and assigned students/clients.
3. Conduct internship and/or job placement activities such as cold calling employers, doing employer site visits, setting up and following through of interviews for program participants;
4. Maintain an active employer contact base; match employer needs to participant skills and vice-versa; assist employers in developing and reviewing internship and job standards to identify jobs that can be occupied effectively by program participants.
5. Act as liaison with public and private sectors to provide internship and job placement services to ensure a smooth transition of participants into employment.
6. Maintain a caseload of participants; develop Employment Development plans consistent with the project's goals and objectives; updates Employment Development plans as necessary.
7. Process student timecards for participants; follow-up on participant's absences.
8. Compile statistics and other data for special reports; routinely prepare reports on internship and job placements, retention and success rates.
9. Review and complete placement information forms, termination forms, and contractual agreements per agency and/or grant requirement.
10. Facilitate workshops to train participants on how to develop a resume, cover letter, follow-up letter, and correctly fill out an application.

11. Facilitate the Orientation Program for new participants to familiarize them with program goals and requirements.
12. Perform internship and job coaching with interns and placed students/clients to ensure that they are able to retain internships and jobs and handles any difficulties that arise in a timely manner and with communication to all stakeholders; maintain records of internship completion and job attainment/retention and other follow up services as needed.
13. Follow-up on clients and students placed to ensure successful retention in job and/or completion of internship duties.
14. Assist participants in learning job search skills; work with participants until they are placed into internships, subsidized and/or unsubsidized jobs.
15. Facilitate an orientation program and/or workshops for new participants to familiarize them with program goals and requirements and to prepare participants for the world of work and for entrepreneurial endeavors; arrange for industry tours, speaker forums, job fairs, etc.
16. Advise participants on an individual or group basis concerning internship and employment opportunities; schedule interviews for participants and follows-up with employers.
17. Follow-up on participant's absences.
18. Conduct and participate in regular meetings to ensure effectiveness and coordinate services; participate on college and community committees and in professional associations relating to internship, job development, job placement and occupational education.
19. May oversee and assign work to student employees.
20. May assist in the research and applying of grants that support program goals.
21. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Organization, rules, regulations and programs related to an assigned office or function.
2. Labor market in the Bay Area, especially Santa Clara County.
3. Occupational terminology, occupations and basic requirements for jobs.
4. Internship and job search process, resume preparation, and interview strategies and techniques.
5. Staffing needs of employers.
6. Community college courses and requirements.
7. Employment training resources; rules and regulations; and contractual agreements.
8. Basic budget monitoring and expenditure control.
9. Interpersonal skills using tact, patience and courtesy.
10. Policies and procedures related to the College.
11. District organization, operations, policies and objectives.
12. Record-keeping techniques.
13. Correct English usage, grammar, spelling, punctuation and vocabulary.
14. Telephone techniques and etiquette.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Prioritize workload and work with minimum supervision.
3. Work in a variety of settings, both on and off-campus work sites.
4. Interface with local employers in the marketing and job placement of program participants.

5. Provide direction and guidance to the day-to-day operations, problem solving and decision-making regarding an assigned program.
6. Work under pressure and meet deadlines.
7. Provide for program reporting and accountability.
8. Prepare comprehensive program reports and reviews.
9. Provide work direction and guidance to other program personnel.
10. Interpret, apply and explain rules, regulations, policies and procedures.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Analyze situations accurately and adopt an effective course of action.

Education and Experience

Any combination equivalent to:

1. Associate's degree with coursework in business, human resources, or a related field
2. Two (2) years of experience in occupational, personnel, job placement, or job development activities or a related field.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and related equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

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