



Position: Director of Job and Internship Placement	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Dean of Academic Affairs or assigned administrator	Salary Range: XII

DEFINITION

Under limited supervision of the area administrator, this position builds, implements, and maintains a robust internship, apprenticeship and job placement program for students in all education disciplines while overseeing a center charged with delivering comprehensive career services to students. The Director will develop productive relationships and partnerships with faculty and industry leaders to ascertain their needs, support meta-major and industry-specific steering committees, and help develop work-based learning, mentoring programs, internship placements, apprenticeships and a job pipeline for successful graduates. The incumbent will coordinate with various Hartnell personnel working on workforce development and may oversee coordinator positions. The Director will also be responsible for the evaluation and data management necessary to ensure the success of the center.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over administrative support staff.

CLASS CHARACTERISTICS

This class provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of career technical academic fields with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops new and builds on existing business and industry relationships to find and develop internship, apprenticeship and job placement opportunities for Hartnell students.
- Stays abreast of strong workforce programs, career and technical education (CTE) developments, and trends in other major fields, such as health, STEM, agriculture, business, social sciences, and arts and languages, by meeting with administrators, instructional faculty, counselors, and students, to be an advocate for Hartnell programs and students with employers.
- Coordinates with administrators, faculty, and other college personnel to call on and meet industry leaders to act as workforce experts, advisors, mentors, and internship and job placement sites.
- Establishes and/or updates policies and procedures for internship and job placement in consultation with other offices that provide career development, cooperative education, apprenticeships, mentorships and internships at the college.
- Creates and implements strategies for promoting participation in the internship and job placement programs for students and employers through outreach, job fairs, individualized or group presentations, participation in workforce advisory committees, and other appropriate and innovative techniques.
- Utilizes the latest technologies to keep students in their respective fields and meta- majors abreast of internship and employment opportunities.
- Serves as direct contact for business and industry involving all aspects of internships and job placements.

- Promotes the quality and success of the program and students by making site visits, following up with the employers and placement sites, and soliciting and acting on feedback from all participants in the program.
- Attends and participates in advisory committee meetings and other appropriate meetings where internships and job placement could be advanced, and industry-informed job and career pathways could be developed, such as the Strong Workforce Board, the South Bay Regional Consortium.
- Attends and participates in advisory committee meetings and other appropriate meetings where internships and job placement could be advanced, and industry-informed job and career pathways could be developed, such as the Strong Workforce Board, the South Bay Regional Consortium.
- Coordinates and collaborates with other offices and individuals on campus who provide career development, cooperative education, apprenticeships, mentorships and internships, to ensure a coordinated effort, and the broadest possible range of extra- and co-curricular practical experiences for students.
- In collaboration with area faculty and counselors, assists with the development of appropriate orientation programs and/or materials for all participants in the job and internship programs.
- Implements orientation programs for participating faculty and businesses.
- Maintains student records, monitors student progress and attendance, employs relevant software, and performs record-keeping activities as appropriate.
- Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness (Program Planning and Assessment), and, in collaboration with the supervisor and site manager, implements program modifications as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Best practices in job and internship placement programs and in serving the career needs of students.
- Overarching career trends in CTE and major fields of study.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead teams in a collegial and participatory governance environment.
- Provide leadership, plan programs and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Inspire and motivate others toward goal achievement.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Education and Experience:

- A bachelor’s degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Five (5) years’ experience working in an educational setting or with job placement services.
- Recent experience in program development, project management, job placement, internship building, human resources, or similar experience or services is desired.

PHYSICAL DEMANDS

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also may drive to different program sites. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.