**Position:** Coordinator of Job and Internship Placement  
**Position Number:**  
**Department/Site:** Area’s Office  
**FLSA:** Non-Exempt – (Classified CSEA)  
**Reports to:** Director, dean, or other administrator in assigned area  
**Salary Range:** 34

**DESCRIPTION:**

Under limited supervision of the area administrator, this position builds, implements, and maintains a robust internship and job placement program for students in all career technical education disciplines by fully understanding both the skills and abilities taught in these programs and by meeting with business and industry leaders to ascertain their needs and opportunities. The coordinator will develop productive relationships and partnerships with business and industry leaders to help develop mentoring programs, internship placements, and a job pipeline for successful graduates. The incumbent will cooperate and collaborate within the context of various Hartnell personnel working on other aspects of student success and workforce development and a network of existing advisory committees and other significant relationships within the business community.

**REPRESENTATIVE DUTIES:**

- Develop new and build on existing business and industry relationships to find and develop internship and job placement opportunities for Hartnell students.
- Stay abreast of Hartnell career and technical education (CTE) and strong workforce programs by meeting with administrators, instructional faculty, counselors, and students, to be an advocate for Hartnell programs and students with employers.
- Coordinate 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.
- Create and implement strategies for promoting participation in the internship and job placement programs for students and businesses through outreach, job fairs, individualized or group presentations, participation in workforce advisory committees, and other appropriate and innovative techniques.
- Utilize the latest technologies to keep students in the career technical fields abreast of internship and employment opportunities.
- Serve as direct contact for business and industry involving all aspects of internships and job placements.
• Promote 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.
• Attend and participate in CTE 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.
• Coordinate and collaborate 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, assist with the development of appropriate orientation programs and/or materials for all participants in the job and internship programs.
• Implement orientation programs for participating faculty and businesses.
• Maintains student records, monitors student progress and attendance, 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

• Best practices in serving the needs of career and technical education students.
• Teaching and learning principles and practices.
• Computers and various application and instructional software programs, as well as other technologies applicable for use in college classes.
• Leadership and communication skills.
• Workshop organization and meeting facilitation practices.
• Community college-level subject content in CTE.
• Problem solving and study skills.
• Record-keeping and maintenance techniques.
• Business and Industry and job and internship placement programs.
• Oral and written communication and team building skills.

SKILLS AND ABILITY TO:

• Work collegially with faculty, administrators, and business leaders to foster student success.
• Use correct English, grammar, spelling, punctuation, and vocabulary.
• Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize programs in a highly collaborative, multi-stakeholder environment.
- Perform data analysis and prepare comprehensive reports and records.
- Maintain confidential information and accurate records.

**EDUCATION AND EXPERIENCE:**

A bachelor’s degree and two 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.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver’s license as required by position.

**PHYSICAL EFFORT/WORK ENVIRONMENT:** Office environment; driving a vehicle to conduct work; traveling to partner business and industry settings; constant interruptions; dexterity of hands and fingers to operate a computer keyboard, or adaptive equivalent; sitting or standing for extended periods of time.