

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Career Planning & Placement Center Manager	<i>BOT Date:</i> Oct 1, 1996
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<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0623	<i>Adm. Rev:</i>
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### GENERAL DESCRIPTION

Oversees and directs the operation of the Career Planning and Placement Center. Assists, counsels and instructs College students and alumni in all matters relating to employment. Develops job opportunities and contacts for students and alumni with employers in Hillsborough County.

### KEY RESPONSIBILITIES

### % OF TIME

- |     | KEY RESPONSIBILITIES   | % OF TIME |
|-----|--|-----------|
| 1.* | Oversees and directs the operation of the Career Planning and Placement Center.  | 25%       |
| 2.* | Plans and maintains the operating budget for the Career Planning and Placement Center and for all Student Assistants on assigned campus(es).                   | 20%       |
| 3.  | Develops job opportunities and/or contacts for students and alumni by contacting employers throughout Hillsborough County.                                     | 15%       |
| 4.  | Coordinates the placement of Student Assistants and Federal Work-Study participants to include orientation, interviewing, and processing of related paperwork. | 10%       |
| 5.  | Assists, counsels and instructs students and alumni in all matters relating to employment to include resume writing and interviewing skills.                   | 10%       |
| 6.  | Coordinates and places community service workers at all campuses.  | 10%       |
| 7.  | Serves as liaison with members of the business community and with other College departments.   | 10%       |
| 8.  | Performs other similar and related duties as assigned.   |           |

\* Indicates an "essential" job function.

<b>Class Title:</b> Career Planning & Placement Ctr Manager	<b>Class Code:</b> E0623	<b>Level:</b> F
<b>KEY JOB REQUIREMENTS</b>		
<b>Formal Education:</b>	Bachelor's Degree required.	
<b>Work Experience:</b>	3 to 5 years.	
<b>Planning Scope:</b>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<b>Planning Level:</b>	The primary scope of planning activities in this position affects the department or equivalent.	
<b>Impact on Budgets:</b>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<b>Impact on Grant Funds:</b>	No impact on grant funds.	
<b>Impact on Revenue Generating:</b>	No impact on revenues.	
<b>Impact of Decisions:</b>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<b>Complexity:</b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<b>Decision Making:</b>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<b>Problem Solving:</b>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<b>Internal Contacts:</b>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<b>External Contacts:</b>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<b>Level of Supervisory Responsibility:</b>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<b>Nature of Work Supervised:</b>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<b>Job-Related Knowledge:</b>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<b>Innovation/Creativity:</b>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<b>Working Conditions/Physical Effort:</b>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	