

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Job Placement Assistant		<i>BOT Date:</i> Feb 17, 1999	
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0825	<i>Adm. Rev:</i>

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
1.*	Lead students through the process planning and job search strategy.	10%
2.*	Serve as liaison with members of the business community.	10%
3.	Serve as liaison and campus articulation representation with the public school system, colleges and universities.	10%
4.	Coordinate campus career fairs.	5%
5.	Assure proper expenditure of available funds.	5%
6.	Maintain current literature and software.	5%
7.*	Coordinate advertisement of job opportunities.	5%
8.*	Develop job opportunities for students for students by maintaining contact with employers throughout Hillsborough County.	15%
9.*	Assist students in all matters relating to employment to include interest and skill assessments, resume writing, and interviewing skills.	10%
10.	Supervise all responsibilities of the Career Planning and Placement Center.	25%
11.	Perform other related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Job Placement Assistant	<i>Class Code:</i> E0825	<i>Level:</i> H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	One to three years of prior work related experience required	
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and or revenues. Scope of planning is limited to the campus.	
<i>Impact on Budgets:</i>	Provides incidental services indirectly related to the use of misuse of expense or revenues (i.e., data entry, record keeping, minor equipment maintenance).	
<i>Impact of Decisions:</i>	There is moderate responsibility for making recommendations or decisions which typically affect department, but may at times, affect operations, services, individuals, or activities of a campus.	
<i>Complexity:</i>	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. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. 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.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Requires regular external contacts to carry out programs and to explain non-specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies, and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments or school/centers of HCC.	
<i>Job-Related Knowledge:</i>	Has knowledge of office or operational procedures. Performs basic typing/word-processing, bookkeeping, checking of records, and posting of information to a database/spreadsheet, following written or verbal instructions. Set up and operates various types of operational equipment or standard office machines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base	
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, and involves intermittent sitting, standing, or stooping.	