

## Job Developer-Recruiter

This position is intended to support the California Community College “Strong Work Force Initiative.” This position has two primary functions. The first function would be to obtain the outcome of transitioning CTE completers from education to employment. Secondly, the Job Developer function will work directly with employers, local and regional CTE professionals to create an employment pipeline. The recruiter function will identify CTE completers and prepare them with job ready skills and opportunities to effectively secure employment.)

### Essential Duties & Responsibilities:

- Provide case management services with a focus on helping Career Technical Education (CTE) students obtain employment.
- Work with students to develop resumes, LinkedIn profiles and interviewing skills through coaching exercises.
- Identify students’ employment potential and career development needs.
- Determine levels of employment related supportive services needed and connect students to the appropriate resources and providers.
- Refer students to jobs based on employers’ requirements and qualifications.
- Facilitate good job matches between local employers and qualified CTE student applicants.
- Fully utilize social networking platforms to link students to employment.
- Initiate, establish and maintain positive working relationships with local employers.
- Work closely with Internship Coordinators to collect information on employers’ needs
- Active and frequent contact with recognized employers and local community organizations.
- Collaborate with Cooperative Work Experience on internship fairs.
- Develop and maintain detailed knowledge of the local labor market.
- Execute department plans to improve outcomes related to the Strong Workforce metrics.
  - Increase Employment
  - Increase Wage gain
- Coordinate and meet with job developers from other colleges in the region to facilitate increased employment in the region and Strong Workforce recommendations.
- Perform data management and tracking functions to ensure program compliance.
- Assist in identifying WIOA eligible students (as needed by individual campus)
- Serve as a designated point of contact with AJCC staff and other Workforce Development Board representatives.
- Collaborate with the Deputy Sector Navigators, and Regional Consortia to work toward facilitating equitable Career Technical Education and employment opportunities for students in the South Central Coast Region.

### Desired Knowledge, Skills, Experience and Abilities:

- Professional experience in recruitment, workforce development or career services
- Proficient in social media (i.e. LinkedIn) and CalJOBS for job search applications
- Knowledge of current economic environment and labor market data.
- Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and education partners.
- Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and education partners.
- Strong organizational/administrative skills and demonstrated ability to communicate with people from diverse cultures and customs.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of community college students.

- Demonstrated ability to prioritize, plan and organize workflow.
- Strong communication, interpersonal skills and writing skills.
- Experience in modern office operations and practices.
- Demonstrated knowledge of computer software, such as Microsoft Word and Excel.

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