

MONTEREY PENINSULA COLLEGE

JOB CENTER COORDINATOR

Job Summary

Under general direction of the assigned supervisor, perform a wide variety of tasks associated with the day to day operations and activities of the Job Center. Work collaboratively with college personnel to refer student workers to appropriate assignments based on their qualifications. Provide orientation and onboarding for student workers.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform the daily activities and operations of the Job Center according to college, local, state, and federal laws, regulations, and policies pertaining to student employment.

Receive and process student referrals. Review and verify eligibility for employment of student workers. Refer students to supervisors for interviews for potential job assignments based on qualifications.

Disseminate, receive, and review student employment forms. Provide onboarding and orientation to new student workers. Create and maintain student employment records..

Distribute, receive and review timesheets for accuracy. Provide balances of allotted hours to supervisors. Disseminate student worker paychecks.

Work collaboratively with supervisors to coordinate job placements. Verify assignments and salary placement. Post available job assignments and maintain appropriate records.

Monitor assigned budgets; maintain records of accounts; coordinate Job Center purchases, including materials, equipment, and conference arrangements.

Develop and plan Job Center marketing and public relations materials; schedule distribution of information including but not limited to brochures, cards, signs, pamphlets, and booklets.

Schedule Job Center programs calendar; participate in the Job Fair, Career Information Day, Job Center Workshops and other special projects. Maintain and update MPC Job Center website.

Provide students and employers with information for both on and off-campus assignments and other college programs.

Maintain record keeping, databases, tracking, and reporting systems using appropriate word processing, spreadsheet and database programs. Work collaboratively with departments to provide information regarding student employment.

Other Duties

Perform other duties as assigned.

Participate on committees as required.

Education And Experience

Any combination of education and experience that would demonstrate possession of the knowledge and abilities listed herein. For example, two years of college level course work in a related field and three years of work experience related to the assignment.

Knowledge

Knowledge of: record management techniques; budget monitoring; employment counseling; job coaching skills; interview and job placement methods; resume preparation; current office methods and practices; word processing, spreadsheet and database programs.

Abilities

Ability to: prioritize tasks and meet deadlines; communicate effectively with both college students and community business representatives; evaluate applications and personnel forms to determine completeness and accuracy; learn, interpret and apply a variety of complex Federal, State and District laws, regulations, policies, procedures; interact positively with students; gather, organize, develop, and utilize career opportunity methods and information; assist in preparing students for work placement in private industry; learn and use spreadsheet, database, word processing and other programs to compile, maintain, and prepare accurate and complete records and reports;; perform mathematical calculations with speed and accuracy; operate various office machines; communicate effectively orally and in writing ; establish and maintain effective working relationships; demonstrate an understanding of, sensitivity to and appreciation for all individuals from diverse backgrounds.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; sitting for long periods of time; occasional standing or walking; bending, reaching, pulling, pushing, and periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.