Job Title: Specialist, Placement
Reports to: Director, Career Resource Center and Assessment/Testing Centers
FLSA Status: Non-Exempt
Level: 116
Position Class:

Job Summary:
This position is responsible for the maintenance of the Student Assistant Program providing the Career Resource Center Director and advisors assistance with all job placement programs and activities for alumni, current students and area employers in accordance with federal/state legislation and college policies/procedures.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Maintain and monitor all student assistant employment forms and training programs.
2. Enter payroll data for all student assistants in order to maintain an ongoing, current balance of hours available for each department on campus.
3. Monitor usage and balance of student assistant budget in excess of $400,000.
4. Provide assistance to student assistant supervisors with advertising, hiring procedures, supervising concerns, budget requests, and emergency needs.
5. Assist Career Resource Center Director with annual recommendations for student assistant budget which is provided to the Director of Finance and the budget committee.
6. Create and present student assistant supervisor education meetings.
7. Develop systems to track and monitor the academic progress and job evaluations for all on-campus student workers.
8. Maintain online student assistant orientation and develop reports and training based on student responses.
9. Assist all SCF students and alumni with the use of job/internship search and preparation
resources available in Career Resource Center (CRC) and on the website.

10. In collaboration with the Career Advisors and Career Resource Center Director, develop, conduct and track job placement presentations.

11. Stay current on student employment laws and practices.

12. Assist the Staff Assistant in maintaining the CRC website.

13. Provide support for CRC events and at the front desk as needed.

14. Perform other duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Education/Experience:
  An Associates degree from a regionally accredited institution and two years of related experience and/or training; or equivalent combination of education and work experience. Two years of related hiring and/or job placement work experience is preferred.

• Supervisory Experience:
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

• Language Ability:
  Ability to effectively read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

• Math Ability:
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• Reasoning Ability:
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram/chart, or schedule form.

• Computer Skills:
  Successful performance of this job requires advanced knowledge of MS Word, Excel and database software; and basic knowledge of web page maintenance software, Outlook email, and the Internet. Knowledge of presentation software and Banner are beneficial. Must be proficient in current College database and other required software.
• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
None.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with students, College staff, administrators and faculty.

- **External Contacts:**
  This position has routine contact with other colleges, local employers and vendors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

**ACCURATE**
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

**COLLABORATIVE**
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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