Senior AET Program Advisor

CONCEPT OF THE CLASS

Positions in this classification assist students by facilitating student services on site, serve as liaison with main campus, participate in setting program goals and curriculum, and pursue student internship opportunities, employment, and/or personal development services by planning, designing and implementing marketing and program recruiting.

ESSENTIAL DUTIES

Initiates contact and establishes relationships with employers, community groups, and the business industry to develop an employer database to solicit participation in employment related events and job leads, to gain leads for internship opportunities or paid employment, and enhance public awareness of the program.

Acts as liaison with student services to provide enrollment and student support and when necessary serves as the liaison for College discipline.

Promotes student success by conducting activities that enhance employment opportunities such as developing, coordinating, and facilitating work-based learning programs for students.

Creates job search “how to” booklets and meets with students individually and in groups to provide specialized assistance in planning employment and/or internship goals; facilitates resume preparation, interviewing practices, pursuing internships and/or employment leads, and other employment services.

Maintains and updates content on program website.

Monitors assigned budget.

Develops and modifies information materials regarding program requirements and procedures, including faculty and student handbooks, application forms, and marketing materials for the program.

Evaluates program services and makes corrections and adjustments as needed; gathers student and employer/industry feedback on program effectiveness, may include developing and utilizing student and employer satisfaction surveys.

Performs case management by making calls on students’ behalf, conducting site visits, maintaining student files, and monitoring students’ progress.

Develops and maintains a computer database of students working on and off campus by job types, number of hours and salaries for yearly report to Chancellor’s office.

Plans, develops, and coordinates all aspects of monthly/annual career fairs, including contacting employers, marketing, budgeting, and purchasing.

Plans and conducts scheduled orientations for students enrolling in internships; resolves enrollment problems.

Explains process of establishing measurable learning objectives and assists students in developing adequate objectives for internships.

Markets program and services to business and industry, students, faculty and staff through activities such as presentations, publications, and college and agency career fairs.

Performs other related duties as requested or assigned

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:
Under the general supervision from the Dean of External Programs, the employee works independently and is responsible for organizing work and choosing methods that will produce desired results

Supervision Exercised:
This position does not supervise any other classified positions, but provides direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of program planning, development, and coordination.

Knowledge of job search and job preparation skills.

Knowledge of curriculum development and learning theory.

Knowledge of labor markets and employment trends.

Knowledge of college and governmental regulations regarding student employment.

Knowledge of community resources available for students with various needs.

Knowledge of event planning and budgeting.

Knowledge of program evaluation to improve program effectiveness.

Knowledge of basic concepts and terminology of animation, interactive media, game development, web design and graphic design.

Knowledge of student services functions and enrollment procedures.

Knowledge of budget management.

Knowledge of advertising and marketing.

Ability to design, promote, and facilitate programs and events.

Ability to facilitate learning in small and large groups.

Ability to develop and maintain computer databases for case management and reporting purposes.

Ability to perform case management and monitor student progress.

Ability to organize and schedule work for others.

Ability to work and meet deadlines under direction.

Ability to communicate effectively in oral and written forms.

Ability to create original program publications and other materials such as handbooks, workbooks, and forms.

Ability to market employment and/or internship programs to students, faculty, and businesses.

Ability to develop and conduct organized, professional, and effective presentations.

Ability to maintain and update program website.

Ability to develop and coordinate employment fairs and speakers for program events.

Ability to assist students with physical, emotional, social, and economic needs to achieve success through employment and special training.

Ability to work with a diverse population, various levels of skills and abilities, expectation levels, and commitments.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education Requirement:
Associates degree in business, public relations, behavioral science, communication, or a closely related field.

Experience Requirement:
Four (4) years of experience performing job development, outreach, job placement services, communication and public relations involving extensive public contact.

Education/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:
None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:
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. 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.

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Instructional Support

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 12/13/06

Class History: Job Developer, Internship Program Coordinator

Revision Date(s): Hay Study, 12/13/06