

Job Developer
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243280>

Downloaded On: Sep. 1, 2024 2:14am

Posted Aug. 19, 2024, set to expire Sep. 5, 2024

Job Title	Job Developer
Department	Business & Career Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Aug. 19, 2024
Application Deadline	09/05/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Job Developer

Rancho Santiago Community College District

Salary Range: Grade 12: \$64,514.91 - \$82,422.98

Job Type: Full Time

Job Number: CL24-00993

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Location: Orange, CA

Division: SCC Business & Career Education

Closing: 9/5/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general direction, initiates contacts with private industry and the public sector for on-the-job training and to develop jobs for students who have completed vocational programs; provides information and training in job search skills for students in the California Works program; collects follow-up data on placement of students; performs related duties as required.

REPRESENTATIVE DUTIES

Initiates contacts with employers by phone and in person to identify and develop work opportunities for students; provides occupational information to students; identifies and analyzes job duties to match the students capabilities and training; assists in preparation of students resumes and applications as appropriate; present workshops, attend job fairs, assist students in filling out applications and writing resumes; screens and refers qualified applicants for employment vacancies; assists students with interviewing and job search skills; completes activity logs of all employer and student contacts; may direct daily job club activities; assists in maintaining placement files for students and collects follow-up data on all placements.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated manager/administrator and may lead and coordinate the work of clerical employees and student workers. **KNOWLEDGE AND ABILITIES**

Good Knowledge of: the Internet and job databases such as JOBTRAK; local labor market information; job search skills; job development techniques; record keeping; various alternative programs (i.e., work study, work experience, internships). **Ability to:** establish and maintain effective relationships with students and those contacted in the course of work; communicate effectively, both orally and in writing; be sensitive to students with special needs; work without close supervision; follow-up on leads on own initiative. **License or certification:** valid California Motor Vehicle Operator's license.

Job Qualifications

MINIMUM QUALIFICATIONS

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Training and Experience

Any combination of training and/or experience equivalent to an Associate degree with course work in counseling, psychology, business and one year experience in employment interviewing and job placement or a related field.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which

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may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service ([NACES](#)) or the Association of International Credential Evaluators, Inc. ([AICE](#)), or Commission on Teacher Credentialing ([CTC](#)).

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.

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3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4618347/job-developer>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business & Career Education
Rancho Santiago Community College District