

TEMPORARY Job Developer
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255574>

Downloaded On: Apr. 20, 2025 12:44am

Posted Apr. 9, 2025, set to expire Jul. 23, 2025

Job Title	TEMPORARY Job Developer
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Apr. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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TEMPORARY Job Developer

Salary: \$36.74 - \$45.18 Hourly

Location: Reedley College, CA

Job Type: Temporary

Division: RC Student Services

Job Number: 202500064-T

Closing:

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General Purpose

Under general supervision, supports student development of career skills and assists with applying for internships and job placement; serves as the liaison between the college or categorically funded program and the business community; performs advanced program/grant management support including preparing and analyzing statistical data and program metrics; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides input in selecting, training and providing information, guidance and direction to other program staff and student aides on work procedures and technical, legal and regulatory requirements; monitors work for completeness, accuracy and conformance with department and legal/regulatory requirements and standards; monitors workflow to ensure mandated deadlines are being met in an optimal manner; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
2. Oversees and participates in the day-to-day operation and service delivery of an employment center or in a specific categorically funded program; interviews and assesses students for employment readiness; schedules student appointments; assists students on the use of specialized software and the internet for job and career information searches.
3. Conducts workshops and one-on-one coaching in soft skills such as interview skills, corporate attire and professional etiquette; assists with resume development.
4. Develops job placement events ; actively researches potential job opportunities for students; acts as a liaison with local employers, government agencies and community groups in order to build partnerships, create job opportunities for students and funding opportunities; assists employers in identifying jobs that can be modified for students and provides information on disability awareness and reasonable accommodations.
5. Develops and maintains an employer database and job bulletins, internships and volunteer opportunities announcements; conducts follow-up surveys with employers and student.
6. Conducts and/or participates in on or off-campus career fairs, workshops, chamber of commerce and community presentations and special events; participates in networking opportunities and other outreach activities; plans and schedules events related to pathways majors; creates virtual events.

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7. Participates in program tracking and data input and ensures District guidelines are met; maintains and audits spreadsheets, databases and reports; utilizes third-party portals and databases to research and track student information; coordinates with other college departments regarding tracking student work hours, payments and reimbursements.
8. Conducts studies and complex data analyses to evaluate the effectiveness of current programs; makes recommendations on program enhancements/service areas and may assist in assessing student area outcomes in applicable programs.
9. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District

OTHER DUTIES

1. Oversees program marketing including preparation and production of promotional materials, invitations and publications; updates and maintains department or program website and social media accounts.
2. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Department or program goals, objectives, policies, procedures and practices applicable to area of assignment.
2. Methods and practices of planning, organizing and coordinating a work-based learning program.
3. Common student needs, issues and concerns regarding careers and employment.
4. Career and occupational resources, trends and opportunities.
5. Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
6. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
7. College and District organization, rules, policies and procedures applicable to departmental and division operations.
8. Practices and techniques of sound business communication; correct English usage, including

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spelling, grammar and punctuation.

9. Research methods and analysis techniques.
10. Applicable sections of the California Education Code, Title V and other applicable laws.
11. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
12. Safety policies and work practices applicable to the work being performed.
13. Basic principles and practices of employee work guidance and direction.
14. Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
15. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Provide information and guidance to students on career planning, job placement and other career-related topics.
2. Implement outreach programs including public speaking and attending events.
3. Develop relationships and communicate with employers and community agencies regarding job placement opportunities.
4. Screen for and schedule student and alumni appointments.
5. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
6. Set priorities and exercise sound judgment within areas of responsibility.
7. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
8. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
9. Communicate effectively, orally and in writing.
10. Track and report statistical information utilizing complex spreadsheets and databases.
11. Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
12. Maintain confidentiality of District and student files and records.
13. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Operate a computer and use standard business software.
16. Represent the District effectively one on one and in a variety of group settings.

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17. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
18. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in a relevant field, and at least two years of experience in an employment or career center, post-graduate placement service or a state or local employment agency; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and stand for long periods and to lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

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

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Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4900263/temporary-job-developer>

Contact Information

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

Contact

N/A

State Center Community College District

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