

PERALTA COMMUNITY COLLEGE DISTRICT – January, 1982

CLASSIFIED JOB DESCRIPTION

STUDENT PERSONNEL SERVICES SPECIALIST

(SEIU Local 1021 Salary Range 61)

Job Code: 139

CLASS PURPOSE

Under general supervision, performs paraprofessional work related to the provision of a variety of services to students related to recruitment and outreach, job placement, assessment and orientation activities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class differs from other instructional support and student service classes in its emphasis on job placement, recruitment and outreach activities, orientation and administering assessment tests, advising students on career objectives and developing job ready attitudes. An incumbent of this class advises clients in a variety of areas ranging from guidance to career goals and how to obtain them; administers student assessment tests.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

(Specific to Orientation and Assessment)

- Provides technical and clerical support for all assessment activities.
- Conducts all orientation and assessment sessions; develops assessment/orientation schedule of sessions and outreach/recruitment schedule; scores and records assessment results.
- Establishes and follows yearly schedule of routine notifications to instructors and student regarding matriculation related activities (e.g., early alert, probation, dismissal and honor roll status); schedules appointments with counselors for student education plans.
- Develops and maintains student education plan files.
- Assists in providing registration information to students, including prerequisite checking, transcript checking and handling.

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- Inputs and maintains database of the assessment scores.
- Collects, maintains and records data for matriculation research and evaluation purposes.
- Assists in maintenance of budget records and reports.
- Assists in preparation of reports to meet college, District and State requirements.
- Attends college and District meetings related to matriculation.
- Assists in conducting research regarding assessment cut scores.
- Performs routine office duties utilizing word processing, data management and spreadsheet computer programs.
- Operates modern office equipment.
- May supervise clerical and student assistants.
- Performs other related duties as assigned.

(Specific to Job Placement)

- Performs recruitment and outreach activities, advising students on career objectives and developing job ready attitudes advises students concerning development of job ready material such as resumes, job ready attitudes, interviewing techniques and test preparation skills.
- Develops job opportunities and assists with actual job placement of students.
- Establishes and maintains database for tracking and maintaining job orders
- Assists in preparing and maintaining various College, District, and State reports.
- Assists students in creating employment development plans, writing resumes, and other job search activities.
- May work individually with students as well as in small groups with special emphasis on assisting the students to enter the world of work.
- Refers students to additional employment related services in the community.
- Performs other related duties as assigned.

(Specific to Outreach and Recruitment)

- Plans, develops and coordinates a program of student support services that include dissemination of printed information to students on center procedure and due process skills.
- Performs recruitment and outreach activities, advising students on career objectives and developing job ready attitudes such as resumes, interviewing techniques and test preparation
- May work individually with students as well as in small groups with special emphasis on assisting the students to enter the world of work.

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- Identifies potential recruitment sources and develops appropriate strategies directed toward increasing financial aid recipients and college enrollment.
- Recommends appropriate courses of action; develops, organizes and implements on and off campus outreach activities to promote the programs and services of the college.
- Acts as a liaison and coordinates with agencies and high schools to disseminate information and develop recruitment services.
- Develops and maintains extensive contacts with potential recruitment sources.
- Initiates, coordinates and makes public presentations promoting the college to high school students, faculty, parents, civic, community, industry and professional organizations.
- Identifies and distributes information and materials to appropriate agencies.
- Maintains records, prepares reports, and initiates correspondence necessary to the successful performance of duties and responsibilities.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1.

(Recruitment and Outreach; Job Placement) Two years of experience in advising or working with young adults and adults in an educational or social work setting; or an equivalent combination of training, education, and/or experience that could likely provide the desired knowledge and abilities.

OR

(Orientation and Assessment) Two years of experience in working with young adults and adults in an educational setting with assessment/placement procedures and testing instruments; or an equivalent combination of training, education, and/or experience that could likely provide the desired knowledge

2. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint) and the Internet browser, websites and e-mail.
3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

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DESIRABLE QUALIFICATIONS

Recruitment and Outreach; Job Placement

Knowledge of:

- principles and techniques of interviewing personal and employment problems
- policies, procedures, regulations, and guidelines related to federal state, and local job training programs
- human relations and human behavior
- principles and practices of career planning
- career information and career options which serve a wide variety of different needs and options.
- services and resources to which interested individuals might be referred
- modern office practices and record keeping procedures

Ability to:

- read, interpret, and apply applicable state or federal provisions speak and write effectively
- analyze situations accurately and adopt an effective course of action prepare clear and concise reports
- work independently on a variety of assignments requiring technical skills determine needs of individuals seeking career guidance
- advise a variety of individuals, explaining various options and encouraging pursuit of one or more of those options
- maintain a variety of files and records
- operate standard office equipment
- establish and maintain cooperative working relationships with those contacted in the course of work

Orientation and Assessment

Knowledge of:

- test administration and scoring
- procedures followed in the administration, scoring, recording and reporting of standardized test results.
- modern office practices and record keeping procedures
- laws, rules and regulations related to assigned activities.
- principles of training and providing work direction
- basic budgeting practices

Ability to:

- administer, score and record testing information
- read, interpret, and apply applicable state or federal provisions speak and write effectively
- analyze situations accurately and adopt an effective course of action prepare clear and concise reports

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- interpret, apply and explain District assessment policies and procedures
- maintain current knowledge of program rules, regulations, requirements and restrictions
- maintain records and files
- establish and maintain cooperative working relationships with those contacted in the course of work
- operate a variety of office equipment
- work independently with little direction

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with other people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: 5/98; 10/05