

**Regional  
Job Placement Case Manager Position  
Generic Job Description**

The Job Placement Case Manager position provides job readiness support and job search services for students. It will lead the job placement functions, including both direct case management and program management, with the aim of expanding and improving job placement outcomes for students in the region. The position will work closely with any coordinators of work-based learning, to leverage and avoid duplication of efforts, as well as with career advisors and employer engagement staff. This is a full-time 12 month position.

<b>DUTIES</b>
<b>Student Instruction &amp; Services</b>
<ul style="list-style-type: none"> <li>● Conducts or facilitates the implementation of a variety of job placement and work-based learning activities for students, including assessment for job readiness, career exploration, navigation, coaching and/or counseling, and job preparation skills training.</li> </ul>
<ul style="list-style-type: none"> <li>● Provides support to students, including information about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, including appropriate dress, preparing resumes, and interviewing strategies.</li> </ul>
<ul style="list-style-type: none"> <li>● Guides students in their preparation to seek employment.</li> </ul>
<ul style="list-style-type: none"> <li>● Connects students to employers by facilitating interviews, matching students to internship sites and assisting with job placement.</li> </ul>
<ul style="list-style-type: none"> <li>● Coordinates with career guidance staff to establish students' goals and assess their readiness to seek employment.</li> </ul>
<ul style="list-style-type: none"> <li>● Participates in campus resources days, career fairs and other outreach activities.</li> </ul>
<ul style="list-style-type: none"> <li>● Prepares and delivers informational presentations in various locations, including classrooms and career centers.</li> </ul>
<ul style="list-style-type: none"> <li>● Designs and implements recruitment of students to participate in job placement activities.</li> </ul>
<ul style="list-style-type: none"> <li>● Provides support for student participation in job placement activities, including documentation, transportation, and communication between employers and students.</li> </ul>
<ul style="list-style-type: none"> <li>● Provides support for selection, assessment, placement and evaluation of students at paid internship and job sites, as needed, and solicits feedback from employers about employment readiness skills to inform preparation activities.</li> </ul>
<ul style="list-style-type: none"> <li>● Coordinates with employers to address any on-site questions or issues related to individual job placements.</li> </ul>
<b>Program Coordination</b>
<ul style="list-style-type: none"> <li>● Serves as a liaison between the college and employers regarding administrative and operating requirements for the work-based learning and job placement program.</li> </ul>
<ul style="list-style-type: none"> <li>● Develops and implements marketing plan for job placement and work-based learning opportunities.</li> </ul>
<ul style="list-style-type: none"> <li>● Develops marketing strategies for targeted industries and student populations.</li> </ul>
<ul style="list-style-type: none"> <li>● Utilizes technology to promote job placement and work-based learning and maintain work-based learning/job placement website and social media platforms and supports the piloting and implementation of new technology, as needed.</li> </ul>
<ul style="list-style-type: none"> <li>● Processes job placement and work-based learning paperwork.</li> </ul>
<ul style="list-style-type: none"> <li>● Maintains records and documentation in compliance with state regulations.</li> </ul>
<ul style="list-style-type: none"> <li>● Interacts and coordinates with appropriate individuals and departments to meet institutional reporting requirements.</li> </ul>

<ul style="list-style-type: none"> <li>● Maintains necessary records of student participation and student, faculty, and employer contacts; compiles, reports, and analyzes data, documenting program and activities for evaluation.</li> </ul>
<ul style="list-style-type: none"> <li>● Develops assessment instruments/tools to collect, monitor and record work-based activities and program data.</li> </ul>
<ul style="list-style-type: none"> <li>● Networks with job placement organizations at the regional, state, and national levels.</li> </ul>
<ul style="list-style-type: none"> <li>● Participates in professional development training.</li> </ul>
<ul style="list-style-type: none"> <li>● Maintains currency in software applications, assessment tools, best practices research, and methods to best meet the mission of the program.</li> </ul>
<ul style="list-style-type: none"> <li>● Participates in special projects and committees as a representative of the program.</li> </ul>
<ul style="list-style-type: none"> <li>● Works in conjunction with other Job Placement and WBL coordinators at other colleges in the district/region to develop and support the work-based learning program.</li> </ul>
<ul style="list-style-type: none"> <li>● Accesses occupational and labor market data library and available labor market information, including information on careers in demand and career clusters, employment prospects and trends, employer requirements and opportunities; coordinates with DSNs to obtain relevant job market trends and requirements for a variety of occupations.</li> </ul>
<ul style="list-style-type: none"> <li>● Participates in the campus Guided Pathways work.</li> </ul>
<ul style="list-style-type: none"> <li>● Serves as a member of committees concerned with coordination of job placement services.</li> </ul>
<ul style="list-style-type: none"> <li>● Works with the SWP Work-based Learning and Job Placement Workgroup, the CE dean, and CE staff to coordinate job placement services at each campus, coordinate across campuses, and facilitate networking among students to support their placement success — all supported by technology — resulting in a cohesive regional job placement network for community college students.</li> </ul>
<ul style="list-style-type: none"> <li>● Attends regional meetings to work with the lead for employer engagement, DSNs and job placement personnel from other campuses.</li> </ul>