

Southwest Technical College

Placement Specialist - Student Services

Reports to: Student Services Director

Date: 3/30/2018

Job Summary:

The Southwest Technical College (Southwest Tech) Placement Specialist assists students in obtaining employment related to the training they are obtaining, or have obtained. The Placement Specialist also performs a variety of student services functions including but not limited to recruitment, application, enrollment, and support services; along with the data entry/maintenance and paperwork associated with and in compliance with accreditation standards and federal regulations such as ADA and FERPA.

Essential Functions:

- Establishes and maintains relationships with hiring managers and local employers, keeping abreast of current and future hiring needs; attends biannual Occupational Advisory Committee meetings held at Southwest Tech
- Assists and advises students regarding resumes, job-seeking skills, and interview skills
- Arranges interactions and interviews between students and employers
- May be involved in placing community job postings on the Southwest Tech website
- Cheerfully welcomes and attends to all visitors, students, and faculty; determines their needs, and directs them to the proper person and/or office
- Learns all aspects of personnel, programs, courses, processes, policies, and procedures of Southwest Tech
- Answers telephone and responds to telephone inquiries to relay incoming and interoffice calls
- Learns the Southwest Tech Student Information System
- Assists with the building of and scheduling of programs and courses in the Southwest Tech Student Information System
- Assists students with all aspects of application, enrollment, transcripts, intervention, receives and receipts money; assists in recording financial transactions and other student service related items
- Participates and takes notes/minutes at assigned meetings
- Assists in the preparation of student graduation and other events
- Performs related or other duties as assigned, including clerical and duties in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload, etc.

Qualifications:

- High school diploma or equivalent
- Proven professional experience assisting others to obtain employment; placement and/or hiring and/or recruiting experience
- Must have experience with data entry, receipting, filing, phone etiquette, and the composition of simple business letters
- Organizational skills with a high degree of efficiency and accuracy
- Good knowledge of business English spelling and grammar
- Flexibility to undertake a variety of assignments
- Typing 50 wpm preferred

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements