

**PROGRAM MANAGER
STUDENT EMPLOYMENT SERVICES**

DEFINITION

Responsible for the management and supervision of the District's Student Employment Services including all on-campus, off-campus student employment and job development.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Dean, Student Services.

Supervision is exercised over support staff.

EXAMPLES OF DUTIES

Applies knowledge of current law relative to the Fair Labor Standards Act, Federal Work Study rules and regulations, the California Education Code, and District student employment policy for compliance.

Determines program goals, planning and operating procedures for the office and schedules workloads, establishes performance standards.

Supervises, hires, and evaluates support staff.

Prepares and monitors program budget and reviews procedures for budget accountability for all student employment funding; analyzes trends in budgeting and adjusts usage as needed.

Develops and implements orientation and pre-training programs for student employees and supervisors.

Represents the college to area employers, local universities and community agencies to develop employment opportunities and internships for students and graduates and maintains currency in employment issues and trends.

Coordinates the implementation of College Internship program and collaborates with the Office of Instruction, faculty and industry in the development of internship/apprenticeship opportunities.

Establishes and maintains security of student employment computer network, recommends necessary updates to system and ensures maintenance of student employment records.

Creates and maintains a system for internal and external statistical reports including on-campus employment monthly reports and payroll; organizes and implements dissemination of employment information.

Determines on-campus student employment staffing in consultation with campus departments; supervises the assignment and allocation of hours, monitors use of hours to ensure efficacy of overall budget.

Plan and implement student employment outreach programs such as the annual job fair and other events; make presentations at professional associations and events in the community.

Assists with special projects and perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Computer software tools to facilitate program objectives.

Philosophy and objectives of the California community colleges and student programs.

Ability to:

Work effectively with community and business organizations, schools, and agencies.

Demonstrated experience, commitment, and understanding of the needs, expectations and issues relevant to working with a diverse student and community population.

Demonstrated ability to interpret and apply provisions of Federal, State, and District rules and regulations.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

A minimum of a Master's Degree in a field related to the student services profession, Business or Public Administration or related field.

Experience:

A minimum of four years of increasingly responsible student employment or other related paid work experience including two years of management experience required.