

SALEM COMMUNITY COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Job Developer – Grant Funded

SALARY RANGE: 20

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree including or supplemented by fifteen semester hour credits in human resources, counseling or marketing.

Experience: Two years of professional experience in Human Resources development and training, job placement, education or vocational counseling, and/or marketing. Successful completion of the required fifteen semester hour credits specified above may allow for the substitution of additional experience as indicated above for the degree on a year-for-year basis with thirty semester credits being equal to one year of experience.

Skills/Abilities:

1. Ability to communicate effectively with all local agencies that are involved with the customers.
2. Excellent interpersonal skills.
3. Ability to serve diverse population.
4. Strong organizational abilities.
5. Excellent computer skills.
6. Strong written and verbal communication skills.
7. Ability to work under pressure and meet work deadlines.
8. Ability to work in an unsupervised environment.
9. Must have own transportation.

RESPONSIBILITIES OF THE POSITION

1. Establishes and maintains relationships with hiring managers to stay abreast of current and future hiring and business needs in the local business community.
2. Directs and coordinates activities to promote services of the One-Stop Career Center to local businesses.
3. Contacts employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions.

4. Informs applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities.
5. Interviews job applicants to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills.
6. Selects qualified applicants and refers them to employers, according to organizational policy.
7. Reviews employment applications and job orders to match applicants with job requirements.
8. Performs reference and background checks (if applicable) on applicants.
9. Maintains accurate records of all applicant information, referrals, and hiring.
10. Instructs job applicants in presenting a positive image by providing a referral to the appropriate One-Stop service for assistance with resume writing, personal appearance, and interview techniques.
11. Maintains records as necessary to perform all job duties in an efficient and organized manner.
12. Continues to follow up by telephone, mailings or appointments with referred applicants and business customers.
13. Performs other related duties as assigned.

Position will remain open until filled, however, preference will be given to application submissions received prior to August 20, 2010.

Qualified Candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and contact information for 3 professional references to: employment@saalemcc.edu. College transcripts will be required upon hire. Electronic submissions are required (please include Job Title in Subject Line).

AA/EOE