

**Turtle Mountain Community College
Position Description**

POSITION: Placement Center Coordinator

DEPARTMENT: Student Services

ACCOUNTABLE TO: Dean of Student Services

Salary: \$31,795 - \$34,521

SUMMARY OF WORK:

This position is responsible for developing and maintaining a placement office for use by TMCC students and graduates to assist in finding employment after graduation. Development will include operating policies, forms development and establishing a job posting system. The Coordinator will assist students in job searches, completing applications/resumes and in preparing for interviews. Driving involved in high traffic areas exposing driver to often dangerous conditions.

JOB CHARACTERISTICS:

Personal Contacts:

This position requires meeting with students on a daily basis. Also requires meeting with employers, locally and state-wide, to discuss training needs and opportunities.

Supervision Received:

Dean of Student Services on a regular basis.

Essential Functions:

Position requires the ability to communicate effectively. Must be able to travel state wide.

RESPONSIBILITIES:

- Develop a system for posting job opportunities in a regularly updated job bank.
- Contact employers to identify job openings and application processes.
- Meet with TMCC students prior to their graduation to develop a job file with resume and contact information.
- Notify students when appropriate jobs are posted.
- Assist students in scheduling and preparing for interviews.
- Provide instruction in Job Preparation class.

- Follow up with students post interview to determine outcomes and to identify areas which need to be strengthened.
- Identify and maintain housing and related information for targeted communities by establishing relationships with rental and housing agencies.
- Assist students in developing a job readiness plan which includes housing, deposits needed and related services based on family composition.
- Create and maintain a database which identifies student assisted outcomes and related information.
- Research and establish a system for maintaining student files using appropriate student confidentiality measures.
- Follow up with employers to determine employer satisfaction with TMCC students after employment.
- Follow up with placed students to assess job retention and student perception of preparedness for work world.
- Prepare reports of activities as needed or requested.
- Prepare reports for funding agency.
- Create, host and complete follow up on a job fair at TMCC.
- Attend off-campus job fairs

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of TMCC and programs offered.

Skills: This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students and public. Must possess outstanding customer service skills, be able to listen without being judgmental, perform multiple tasks, and operate all types of office equipment. Must have good database management skills.

Abilities: The ability to interact and work effectively with college staff and faculty as well as with the diverse situations of students.

EDUCATION AND EXPERIENCE:

This position requires a Bachelor's degree. Three years minimum experience in a higher ed setting preferred. A valid ND Driver's License is required.

Revised: 9/13, 7/14