

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Job Development and Placement Specialist

Unit: Office Technical

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Job Code: J1640
Original Date: 12/2017
Last Revision: 11/2025
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 31

DEFINITION

Under the direction of a dean or assigned supervisor or manager, implement job placement services for students and alumni of Career Technical Education (CTE) instructional programs, CalWORKS, or other appropriate programs; contact potential employers to identify and develop job opportunities for specific instructional and vocational programs. These positions require familiarity with San Diego Community College District (SDCCD) Career Technical Education instructional programs, CalWORKS, or other specialized student programs as well as local job market and industry labor needs. The Job Development and Placement Specialist supports student success by building relationships with potential employers, identifying job opportunities for specific instructional and vocational programs and assisting students with employment readiness and job placement. This position bridges classroom learning and workforce needs through targeted job development and individualized placement services.

DISTINGUISHING CHARACTERISTICS

The Job Development and Placement Specialist Classification differs from the Job Placement Coordinator and Counselor Classifications in that the Job Development and Placement Specialist may provide one-on-one services offering feedback on resumes and cover letters for clarity, formatting, and alignment with job descriptions (e.g., proofreading, grammar, layout recommendations); sharing job search strategies and tools (without assessing personal or academic history); providing labor market information and directing students to relevant job opportunities; and coordinating and facilitating employer-related events such as job fairs, mock interviews, and classroom presentations. By contrast, the Job Placement Coordinator and Counselors provide interpretive support that requires professional training in advising, student development, or counseling, including offering educational or career counseling that involves assessing a student's background, strengths, or goals to recommend educational or career pathways; determining student readiness or recommending specific programs or services based on individual academic or psychosocial factors; and developing individualized educational or career plans.

EXAMPLE OF DUTIES

1. Under the guidance of appropriate supervisor or manager, engage with current and prospective employers to identify and develop job opportunities that align with SDCCD Career Technical Education and other specialized programs.
2. Serve as liaison between employers and CTE and other specialized programs program to support alignment and ensure community partners are informed about academic pathways and services. Evaluate existing employer partnerships to assess workforce needs and support placement goals.
3. Develop and maintain partnerships with local businesses, institutions, community-based organizations and agencies to determine employment opportunities for students and alumni. Match qualified students and alumni with employment opportunities; provide support to both employers and students.
4. Assist with the preparation of contracts. Maintain records of all student and employer contacts, job placement activities, and outcomes. Assist in preparing required student and employer engagement outcomes data and reports within designated timelines. Assist in preparing required narrative and expenditure reports within specific timelines.
5. Work with the College's Career Technical Education (CTE) or other appropriate programs and faculty to develop partnerships and linkages with business, industry, and the community in developing employment opportunities. Articulate the needs of employers to students and appropriate college personnel.

6. Maintain knowledge of changing on current labor market trends, industry hiring needs, and workforce initiatives through employer contact, professional development, and attendance at workforce development conferences.
7. Interact with employers to assure that they are knowledgeable about updates to SDCCE programs and services.
8. Under the guidance of appropriate manager or supervisor, coordinate, implement and deliver job readiness presentations, workshops, and interview panels on various workability skills such as launching job search, application preparation, resume writing, and interview techniques.
9. Assist in the development of industry skills panel and advisory board members by connecting employers and industry experts to SDCCD CTE and other specialized programs; attend advisory board meetings, department meetings, and invite employer participation.
10. Represent the department and collaborate with regional and District workgroups for employer engagement and job placement activities.
11. Collaborate with appropriate staff to engage employer partners with the District's electronic job board and coordinate postings, events, and other outreach efforts.
12. Assist in the scheduling and implementation of job fairs, employer panels, networking events, and the like to promote career readiness for diverse pathways and student populations
13. Create and develop of marketing materials, brochures, newsletters, flyers, bulletins, and surveys to promote Career Technical Education programs, career pathways, and employment services to students and employers.
14. May provide training and work direction to student aides and hourly assistants.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code.
Career Technical Education instructional programs.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Federal and State Employment and Compensation laws.
Job development and placement methods and techniques.
Local job market and industry labor needs.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.

Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
Establish and maintain effective working relationships with others.
Identify key requirements of occupations and skills relative to colleges and continuing education programs.
Maintain records and prepare reports.
Meet schedules and time lines.
Network within the community to publicize and promote offerings of SDCCD Career Technical Education instructional programs.
Plan and organize work.
Prepare and conduct workshops, orientations, and presentations.
Read, interpret, and explain labor laws, affirmative action, wage, and salary regulations as related to job placement.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Two years experience in workplace development, job placement, outreach, case management, or marketing. Associate's degree in a related field is desirable.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable usually involves an office. Some travel within San Diego County.