

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Job Readiness Technical Assistant

Revised Date: Nov. 6, 2006

PERSONNEL GROUP: Classified Staff

Salary: \$8.17 /hr. – 20 hours/week – Carl Perkins

CLASSIFICATION LEVEL: 14/0

DEPARTMENT: Employment Assistance Center

BASIC FUNCTION AND RESPONSIBILITY:

Assist the coordinator with the vocational and technical students in the use of job readiness training resources available in the department. Assist in maintaining and updating the department's website and job search bank. Assist the coordinator in making contact with businesses, government agencies, educational agencies, and local organizations to offer the departments services. Provide clerical support for the development of programs that assist the students with their job searching activities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assist vocational and technical students in the use of job readiness training resources
2. Assist in the daily posting of businesses job vacancies in the department website
3. Assist in enhancing the contents and maintaining the department's website.
4. Assist students in the preparation of resumes, interview preparation, and employment applications
5. Assist in making contact with the local businesses for job vacancies information
6. Prepare reports and maintain data that support the delivery of service by the department
7. Assist in preparing outreach and referral materials involved in job searching and job readiness training.
8. Performs other duties as assigned by the Employment Assistance Center Coordinator

SUPERVISION RECEIVED: Employment Assistance Center Coordinator

SUPERVISION EXERCISED: Shared supervision of the College work-study student employees

QUALIFICATION STANDARDS: Must have knowledge and experience in the use of FrontPage
Education: Must have a high school graduate or equivalent; must have one (1) year of business or school courses or equivalent training.

(Continued Job Readiness Assistant Job Description)

Experience: Prefer minimum one year of experience in customer service, computer operations, and office clerical experience.

Licenses: None

Skills, Knowledge, Abilities:

1. Able to communicate effectively, both orally and in writing – Bilingual (English/Spanish) preferred;
2. Able to maintain confidentiality
3. Must be poised and articulate;
4. Must possess good telephone techniques
5. Able to organize work and attend to detail
6. Able to work independently
7. Must have ability to work with MS Word, Excel, and Microsoft FrontPage

Personality Requirement: Must be able to communicate in public, friendly, outgoing personality; Must show initiative and have a cooperative attitude;

SKILL TESTS REQUIRED: minimum 30 wpm

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title