Position Announcement

Job Title: Employment Specialist

Location: El Reno/Holt Campus

Qualifications:
- Bachelor’s Degree in Human Relations, or Public Relations, or Communication and Marketing, or Career and Technical Education, or related field
- Minimum of three years of education and/or experience in job placement, career development, public relations, or related field
- Ability to work directly with faculty, staff, administration, and industry professionals.

Major Job Responsibilities:
The employment specialist will be responsible for the development and maintenance of a job placement/career development office. The specialist will work with students, instructors, and community members to increase the opportunities for our students.

Salary Range & Benefits:
$52,275 per year; 12 month position
Benefits: District paid health, life, retirement and more.

Deadline for Application & Resume:
Until successful applicant is hired.

For complete job description & application please go to www.cvtech.edu or call Courtney Aguilar at (405) 422-2215 for more information.

Affirmative Action/
Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
Job Description

Job Title: Employment Specialist
Location: El Reno/Holt Center
Reports To: Director of Student Services
FLSA Status: Exempt/12 months/Index Scale
Prepared By: Gayla Lutts/Bryan Hawk
Prepared Date: 4/21/2015

Summary
The employment specialist will be responsible for the development and maintenance of a job placement/career development office. The specialist will work with students, instructors, and community members to increase the opportunities for our students.

Qualifications:

- Bachelor’s Degree in Human Relations, or Public Relations, or Communication and Marketing, or Career and Technical Education, or related field
- Minimum of three years of education and/or experience in job placement, career development, public relations, or related field
- Ability to work directly with faculty, staff, administration, and industry professionals.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Career Development
  - Conduct job preparation activities with students both individually and in groups including resume development, job application completion, interview skills training, mock interviews, etc.
  - Conduct school and community employment related presentations on job readiness/employability such as workshops and job fairs

- Job Placement/Community Relationships
  - Develop partnerships with local businesses and industry to facilitate and maintain employment opportunities for Canadian Valley Technology Center students
  - Work with business and industry leaders, advisory committee members, employers, students, instructors and community members to maintain and promote the CVTC mission and our students.
○ Participate in Advisory Committee meetings to nurture relationships and gather employment trends information
○ Create and maintain an interactive CVTC employment assistance website.
○ Gather employment information from employers and share it with instructors and appropriate student groups
○ Provide appropriate referrals to employers with input from instructors
○ Implement job placement reports and keep statistical records

● Program Support
  ○ Maintain frequent communication with program instructors to determine student employment status and needs for job preparation
  ○ Assist in the coordination of opportunities for OJE and OJT experience.
  ○ Act as a liaison for Business and Industry Services and program instructors sharing information between the two about new/developing industries, job opportunities, availability of skilled workers, etc.

● Professional Relationships
  ○ Work cooperatively with instructors, administration, and staff.
  ○ Participate in the team management process by working on committees and task forces.
  ○ Attend and participate in faculty meetings.
  ○ Maintain professional competence through participation in the staff development plan, in-service education activities, and selected professional growth activities.
  ○ Assist in upholding and enforcing the rules and regulations of the Board of Education.
  ○ Develop individual goals and objectives that are consistent with the philosophy, goals, and objectives of the school.
  ○ Participate in the evaluation process with the assigned administrator.
  ○ Participate in professional organizations and associations.
  ○ Attend professional conferences and workshops as required.

● Other:
  ○ Perform other tasks, duties, and responsibilities as may be assigned by the administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision,
color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.