



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Career Placement Officer
POSITION NO.	501774
LOCATION	Liston
REPORTS TO	Assistant Director of Career Placement
GRADE	PSA 11
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	October 2022

JOB SUMMARY:

CCRI Career Services provides directions for student deciding on a career or major and also includes exercises, self-assessments and the how-to of getting employed. We also help prepare students for jobs, internships, and important life skills. Career Services prepares students to research information, build decision-making skills, strategically plan a path to a goal, and become resourceful and flexible in the face of inevitable work world changes.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Employer Engagement:

- Engage employers and businesses to obtain employment and experiential opportunities in business and industry for students and alumni in all curricula.
- Counsel, prepare and enhance hiring potential of students, new graduates and alumni into the job market. Assist in the placement of work study eligible students
- Generate employment opportunities for CCRI students and alumni by establishing and maintaining productive employer partnerships.
- Market career services and programs to business and industry, as well as non-profits and internal constituencies, by developing programs, targeting mailings and e-mailings, attending promotional events, presenting information and workshops at various business functions, and through involvement in business associations such as the Chamber of Commerce.
- Aggressively contact businesses and industries in the College's service area to develop partnerships and placements.
- Identify the number and types of positions needed by CCRI Cooperative Work Experience and secure experiential opportunities with employers.
- Contact business and industry to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
- Assist employers in advertising job opportunities through CCRI's on-line jobs posting platform.
- Develop an active on-campus business and industry presence. Schedule and advertise campus recruitment for employers.

Student Engagement:

- Help students identify employment options that match their career interests. Assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals.
- Collaborate and promote Career Services through in-class presentations, career related workshops, and student organization outreach in concert with college support services.
- Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.
- Actively recruit students from all curriculum areas for the Cooperative Work Experience four credit class.

Teamwork/Collaboration:

- Develop and maintain a collaborative relationship with academic departments and all college stakeholders.
- Work with outside organizations, the Financial Aid Office and work-study students to set up written off-campus partnerships and facilitate hiring paperwork.

Technological Abilities:

- Orient students and alumni to Career Services online career management system to assist their obtaining employment.
- Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report.
- Ensure that new jobs and internships are submitted and posted in career management system
- Assist in publicizing job placement and internship opportunities to the College community.

Program Development:

- Participate in the planning of new experiential learning programs in all college curricula.
- Participate in coordination and organization of on-campus events such as the annual Career and Internship job fair.
- Schedule and follow up on student interviews with prospective employers.

Other Duties:

- Attend seminars and other training opportunities for professional development.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree.
- Three years' work experience in job development and marketing.
- Experience with electronic career management systems.
- Computer proficiency.

PREFERRED QUALIFICATIONS:

- Will be a student centered professional in higher education with the ability and experience to interact and support a diverse student body in a positive, friendly, and welcoming manner.
- Will have previous work experience building employer relations in a higher education setting.
- Will be knowledgeable of labor market trends, employer needs and best practices in career services.
- Will be familiar with social media platforms.
- Will have excellent presentation, networking and communication skills.
- Will have a collaborative and team oriented working style.
- Will possess a Master's Degree.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.