

**PERALTA COMMUNITY COLLEGE DISTRICT -September 2001**

**CLASSIFIED JOB DESCRIPTION**

**STUDENT EMPLOYMENT SPECIALIST/FINANCIAL AID  
(SEIU Local 1021 Salary Range 68)  
Job Code: 890**

**CLASS PURPOSE**

Under general supervision, the student Employment Specialist performs a variety of clerical and technical duties pertaining to the referral of federal work study students to a variety of work opportunities.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assist in the operation of the student employment programs.
- Interview federal work study student to ascertain skills, job experience and availability; makes job referrals (on campus and some nonprofit organizations).
- Meets with department heads or instructors concerning employment needs and qualification for student employees.
- Receives records and updates job orders.
- Maintains records of job placement.
- Receives all student hiring packets and time sheets; checks documents for completeness.
- Types and checks student time sheets for accuracy before submitting for payment.
- Tracks student hours worked; monitors, calculates and reconciles federal work study earnings.
- Liaison between Financial Aid Office, Business Office and District Office for correction of time sheet and payroll errors.
- Collects student statistics for inclusion on financial aid report.
- Composes correspondence, reports announcements and forms.
- Maintains Student and administrative files.

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- Operates personal computer and adding machine.
- Responsible for receiving equipment orders from outside vendors and reconciling with original order; maintains water invoices and tracks deliveries.
- May train and supervise and supervise student assistants, including work assignments, setting deadlines and priorities.
- Prepares office and work repair orders.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Two (2) years of experience in a job placement, career or personnel setting; or any combination of training and qualifying experience, which demonstrates the knowledge and ability to perform the duties of the position.
2. Ability to interview students and employers to ascertain the employment needs of each and make appropriate referrals.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Experience with interviewing and evaluating employment needs/experience.
- Ability to independently set up, monitor, and track information and prepare reports.
- Knowledge of office procedures and practices.
- Ability to organize and work independently.
- Ability to establish and maintain cooperative working relationships with individuals at all levels.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- occasional lifting and carrying up to 15 lbs.
- occasional pushing and pulling up to 20 lbs.
- occasional twisting of body
- occasional use of manual dexterity

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- occasional use of tactile acuity
- occasional use of visual acuity from a distance, with depth, and for color
- frequent work at a rapid pace
- frequent reaching, high, low, and level
- frequent audio acuity at all ranges, including speech
- frequent visual acuity for reading
- constant sitting
- constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- computers and standard office machines and equipment
- multi-line telephones
- department-specific equipment

Revised: N/A