



## **Student Employment Specialist**

### **BASIC FUNCTION**

Under the supervision of the Chief Human Resources Officer, this position is dedicated to overseeing all aspects of student employment. The Student Employment Specialist is responsible for managing student employment processes, including recruitment, onboarding, record-keeping, and ensuring compliance with all relevant District, State, and Federal regulations.

### **DISTINGUISHING CHARACTERISTICS**

This classification specializes in overseeing the student employment processes. This position necessitates a deep understanding of human resources, including recruitment, onboarding, and compliance with employment laws. It acts as a link between student workers, departmental staff, and administrative bodies, ensuring that employment practices are executed effectively and adhere to educational and legal standards.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Assist with recruitment efforts for student employment, including job postings, outreach, and collaboration with various district departments to identify employment opportunities for students.
2. Process all student employment and volunteer related documents, such as applications, pre-employment screenings, and employment verifications.
3. Guide departments and student workers through the onboarding process for student workers, facilitating a comprehensive introduction to their roles and responsibilities.
4. Maintain accurate and comprehensive student employment records within the HRIS and physical personnel files.

5. Manage the student employment section of the District's website, ensuring that job postings are up-to-date and information is accessible and clear.
6. Prepare and process items related to student employment and volunteers for Board Agenda submissions, guaranteeing accuracy and adherence to deadlines.
7. Assist with student record keeping, liaising with the payroll department as needed to ensure timely and accurate payment to student employees.
8. Act as the primary point of contact for student employees, offering guidance and support for employment-related queries.
9. Provide assistance to departments in completing any necessary forms or reports related to student employment and financial aid, offering guidance on proper completion and submission procedures.
10. Regularly review and update student worker eligibility status on a monthly basis, ensuring compliance with institutional guidelines and regulations. This includes verifying student enrollment status, academic progress, and any other eligibility criteria mandated by the institution or relevant authorities.
11. Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Pertinent federal, State, and local laws, codes, and regulations.
- Applicable district policies and procedures regarding student employment.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Basic math computations.
- Principles and procedures of record keeping.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

### **Skills and Abilities To:**

- Learn, interpret, and apply rules, regulations, and policies regarding human resources.
- Take initiative and exercise appropriate discretion.

- Work confidentially with discretion.
- Establish and maintain cooperative working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Effectively communicate both orally and in writing.

### **Education and Experience:**

Any combination of work experience or education equivalent to an associate degree in human resources, human relations, or a closely related field and two (2) years of human resources experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Office.

### **Physical Demands:**

Work is performed primarily in a standard office environment with extended periods of time viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Hearing: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Work in a fast-paced environment with frequent interruptions and possible dissatisfied individuals.