

TITLE: Employment Readiness Coordinator

DEPARTMENT/DIVISION: Employment Readiness (ER) Program

REPORTS TO: Director of Employment Readiness

CLASSIFICATION: Professional, Full-Time

POSITION SUMMARY

The Employment Readiness Coordinator will work in conjunction with the Employment Readiness Director to conduct a vocational and skills training program to prepare vocational students for the required educational skill proficiency levels and assist with providing training and resources to improve and enhance students' employability skills.

STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares and submits various reports, records and documentation relative to the Employment Readiness Program as directed and submits to the Director.
- Monitors campus interns on a weekly basis; reports and documents status of intern sites to the Director.
- Assesses the professional strengths and weaknesses of student employability and works to help the student improve; this includes drafting resumes, final resumes, cover letters, thank you letters and interviewing skills.
- Participates in departmental and campus staff meetings, classified staff meetings and in professional development opportunities.
- Participates in joint staff meetings with the Department of Human Services (DHS) and other core partners in the absence of the Director.
- Provides job search and job readiness activities support, including paperwork preparation (requisitions and purchase orders) for: assisting participants in obtaining driver's license (lessons, testing, fees), re-instatement, vehicle repairs, vehicle registration, etc. and submits requests to the Director for approval.
- Assists participants by preparing paperwork for payment of utility bills, processing GED payments, tuition payments, etc. and submits to the Director for approval.
- Handles confidential information with tact and discretion.
- Meets with students at local retailers and department stores and assists in shopping for interview clothing, uniforms, shoes, tools, and other job-related items in preparation for

employment readiness. *(The goal of the program is employment; therefore, every effort should be made to build a workplace wardrobe while the client is participating in the program.)*

- Initiates participant intern placement paperwork and job placement in both subsidized/unsubsidized, and in both the public and private sector within the approved service areas.
- Types letters, memoranda, reports, etc. from TEAMS meetings, ZOOM meetings, handwritten, or other sources; assists in preparing agenda, minutes, and other related material for both staff and Advisory Board meetings.
- Sets an example for students as an Employment Readiness Coordinator by appropriately greeting the public, shutting down any negative conversations, providing general information, and dealing effectively with a variety of personalities and situations requiring tact, judgment, and poise.
- Responsible for opening the Employment Readiness office.
- Responsible for answering phones, routing callers and/or taking messages for the Director.
- Collects, maintains, and submits all student and intern timesheets for Employment Readiness to the Department of Human Services.
- Maintains electronic daily attendance log for Employment Readiness participants and forwards to all DHS workers.
- Provides office support to the Director as needed.
- Documents all contact with student or on student's behalf in the staff repository.
- Communicates any problems with students, staff or public to the Director immediately.
- Promotes a positive environment for program participants.
- Performs other duties as assigned by the Employment Readiness Director.
- Ability to travel in state (mileage reimbursement at state rate).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Associate's degree preferred with 4 years customer service; or a high school diploma/equivalent and 5 years of experience in customer service, with an emphasis on human services or related field. Applicant must possess a valid driver's license.
- **Skills:** Applicant must be able to demonstrate expertise in customer service and have computer experience with Microsoft Office, Excel, Word and Access. Applicant must possess above-average verbal and written communication skills, ability to create, manipulate, and utilize spreadsheets, word processing programs, etc.
- **Ability:** Applicant must have the ability to work with a diverse student population. Must portray a professional image; maintains a good working relationship with co-workers and the public, exercise good judgment in recognizing scope of authority. Applicant must be able to work independently or as a team player.

Applications will be accepted until the position is filled, however, application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. Employment is subject to successful completion of a background check. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

To apply, please send letter of application, resumé, copies of all academic transcripts, and the name and phone numbers for three professional references to:

Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

E-Mail: hr@sscok.edu

SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.

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