EMPLOYMENT OPPORTUNITY

POSITION TITLE: EMPLOYMENT AND INTERNSHIP SPECIALIST
DEPARTMENT: STUDENT WELLNESS, WORKABILITY IV
HOURS: FULL TIME
SALARY RANGE: $17.54 PER HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract for a 12 month period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
WorkAbility IV is dedicated to provide students with disabilities, who are registered clients of Department of Rehabilitation, with career development services and resources to secure and retain employment after graduation from California State University, Fullerton.

RESPONSIBILITIES:
Under the direction of the Executive Director of Student Wellness and the general supervision of the Assistant Program Director/Career Development Specialist of WorkAbility IV (WAIV), the Employment and Internship Specialist is responsible for the following:

- Assist with the planning and implementing of employment services, career development and job placement for students.
- Provide career development and job-seeking skills through one-on-one and group counseling.
- Assess employment goals in collaboration with Department of Rehabilitation Counselors, Disabled Student Services and Career Center Staff.
- Review and assess student job search, internship and/or employment status regularly to ensure motivational levels remain optimal.
- Prepare students for career development workshops, career fairs and employment related events.
- Assist students in developing and completing resume, cover letters, applications, and other online employment applications.
- Review industry publications, internet websites and other employment resources for job opportunities for students.
- Network with local organizations and potential employers to develop relationships for recruiting/hiring opportunities for students.
- Assist with the development of marketing materials to promote and inform program services to students, employers, campus departments and agency partners.
- Responsible for monthly student progress reports and cooperative staff meetings.
- Train cooperative staff on program objective, goals and overall collaboration.
- Assist with quarterly invoicing and contract documents as required.
- Create and facilitate career development workshops and program presentations.
- Attend and participate in employment related workshops, conferences and seminars.
- Coordinate post placement services for students to assure job retention and successful closure.
- Manage data entry, confidential information and assist with general office support.

EDUCATION:
Bachelor of Arts or Bachelor of Science degree.
QUALIFICATIONS:
- At least 2 years’ experience in related field (career counseling, job developer and career development).
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.