

JOB DESCRIPTION

JOB LOCATION AND DEVELOPMENT OFFICER

Position Title: Job Location and Development Officer (JLDO)

Position Classification: Unclassified

Position Function: The Job Location and Development Officer administers an effective program finding private sector part-time jobs for qualified Northwestern State University students providing seamless placement services in Natchitoches and the surrounding communities.

Supervision Received: This person reports directly to the Director of Counseling and Career Services.

Supervision Exercised: This person supervises undergraduate student workers

Qualifications: Master's degree

Responsibilities: The Job Location and Development Officer:

1. Acts as budget unit head and administers program according to State and Federal Guidelines.
2. Acts as public relations liaison between Northwestern State University and businesses desiring part-time student employees.
3. Solicits and identifies part-time, full-time, seasonal, and temporary job openings from employers in Natchitoches and surrounding parishes.
4. Presents informational talks and seminars to schools, civic groups, community groups re: JLD services
5. Recruits and enrolls students in the JLD program.
6. Maintains JLD website, marketing products and applications for students.
7. Uses social media and outreach programming to market JLD services and provide information pertaining to employment and career preparation with JLD students.
8. Screens student respondents by means of application form, professional personnel interview; skills assessment when appropriate, background/reference check, review of work history, review of academic achievement and schedule, and by mature judgment.
9. Obtains release forms from student to ensure that information pertaining to student status, schedule, achievements, and curriculum may be released to potential employers and that background/reference checks are completed.
10. Conducts mock interviews as learning tools for students.
11. Posts job openings to students and responds to interested students to provide referral information.
12. Maintains an extensive record-keeping system in accordance with Federal guidelines, maintains record of student hours, wages, and employment dates,
13. Provides Director of Counseling and Career Services and Financial Aid Director with specific data necessary for completion of the University's annual financial aid report.
14. Participates in Freshman Connection and Parent Connection.
15. Participates in NSU retention efforts.