

Job Title: Work-Based Learning Recruiter
Department: CTE
Reports To: WBL Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 05



SUMMARY The Work-Based Learning Recruiter works with the Washk12 Career Development Program to help find the right students for the right companies. The Recruiter assists the WCSD WBL Coordinator with screening and interviewing students to determine the best student internship placements, while helping with program growth and the development of successful student/employer outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Creates progressive branding/design concepts to promote ongoing program quality and growth.

Develops student internship success stories for promotional material.

Provides assistance to all workshop activities to help students qualify for an internship and to ensure workplace skills course strands and standards are met.

Ensures students have all required paperwork completed prior to the first day of the internship.

Collaborates with WBL Coordinator and industry partners to design, refine, and implement innovative recruitment strategies.

Remain active with job boards, social networks, and approved platforms for finding quality candidates.

Work closely with all WCSD cone sites and Work-Based Learning Coordinator to gain a comprehensive understanding of the recruiting needs of every career cluster.

Facilitates internship recruitment presentations with teachers and counselors at the assigned high school and feeder schools to provide program awareness.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must be self-motivated and able to follow through on varying assignments. Must be detail oriented and accurate with assessing reports.

Must possess good human relation and communication skills to work with administrators, teachers, and parents in an effective, pleasant manner.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; walk; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Work Based Learning Coordinator		Date: 05/19/2023
Approved By: Assistant Director, Human Resources		Date: 05/23/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	