

**WORK-STUDY COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diverse duties in connection with maintaining a work-study program for a student population. Duties will include recruitment of program participants, employment counseling of students, student placement, supervision of job sites and other duties as required to coordinate the work-study program with other aspects of the students activities. Work is performed under general supervision with wide leeway for accomplishing program objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and establishes programs or methods for recruiting candidates for the work/study program;

Processes student applications to determine eligibility;

Contacts employers to establish job sites for use in the work/study program;

Counsels program participants to establish an employment plan;

Supervises participants placed in job sites to monitor participant progress and needs;

Confers with school staff or other appropriate agencies to secure needed services;

May contact job site supervisors to evaluate participants' performance;

May maintain relevant payroll, time sheets, and other records as appropriate.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of program goals and objectives; good knowledge of school district organization and operating procedures; working knowledge of other agencies performing relative services; ability to establish working relationships with the student population being served; ability to prepare reports; and ability to express oneself clearly, both orally and in writing.

**WORK-STUDY COORDINATOR****Page 2**MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree; or
- (B) Possession of an Associate's Degree and two years of experience as a Teaching Assistant, Teaching Aide, or other experience in providing supportive educational services; or
- (C) Four (4) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as set by (A), (B) or (C) above.

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Last Reviewed: January 1983

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 4/5/2023