SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PLACEMENT OFFICE

ANNUAL REPORT

1979-80

November, 1980
PLACEMENT OFFICE
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I. INTRODUCTION

The Placement Office at Santa Barbara City College strives to locate employment positions for all applicants regardless of age, race, sex, color, creed or national origin. The Placement Office is dedicated to assisting all students in finding employment which makes the greatest use of their talents, skills and qualifications.

During 1979-80, the Placement Office and the Financial Aids Office were physically located in the same office suite and under the same administrative unit. The Placement Office activities suffered severely under the arrangement during the peak activity times of the Financial Aid Office. The Placement Interviewer was occasionally utilized to assist the students with information regarding the Financial Aid programs. In addition, students were somewhat discouraged to register with the Placement Office due to the heavy congestion and long lines. Discussions were held to resolve the situation by the concerned parties.

In late Spring, it was decided that the students would best be served by transferring the Placement Office activities to the Career Development Center and the Veterans Office activities to the Financial Aids Office. It was the general concensus that the newly created "Career Development and Placement Center" and the "Financial Aids and Veterans Office" internal functions more closely parallel each other and thus serve the students more efficiently. This transfer took place in early August, 1980 and appears to be working quite smoothly.

II. GOALS

A. To assist students in securing part-time and full-time employment.

B. To develop and maintain regular contact with industry and business personnel managers.
C. To obtain data on trends, practices, and employment opportunities on a regular basis.

D. To strive diligently to be service-oriented and people-oriented.

E. To maintain an effective relationship with administrators, faculty, students and employers.

F. To counsel students on proper techniques of applying for a job.

G. To maintain statistical data to provide evaluative information on performance of office and students.

H. To assist students to determine career objective or direction.

I. To provide for follow-up studies of students and graduates to determine effectiveness of services.

J. To encourage business and industry leaders to be available as resource personnel to students and graduates on an as-needed basis.

III. AREAS OF ACTIVITY

A. Information Dissemination
   1. All jobs are posted on a bulletin board located in a hallway near the Placement and Financial Aids Office.
   2. Radio, television and local newspapers have been used to inform the general public of our services and needs.
   3. Solicitations are continually being made to local businesses in the form of a Job Reminder postcard.
   4. Full-time jobs available in government agencies, civil service and local educational institutions are posted.
   5. Approximately 1,000 letters were sent out to businesses during August expressing our appreciation for job orders during the previous school year.

B. Placement Committee
   1. A Placement Committee consisting of faculty, staff and students oversees office activities.
2. The committee handles student/employer grievances, in addition to all other student/employer concerns.

C. Part-time Employment
   1. A variety of jobs are available to all students.
   2. For most jobs, the rate of pay ranges from $3.50 to $5.00 per hour.

D. Full-time Employment
   Figures indicate employers are utilizing the services of Santa Barbara City College Placement Office as a means of advertising their full-time positions. Many of these employers are doing so in order to satisfy their affirmative action requirements, but the net results are beneficial to our students.

E. Summer Program
   The Santa Barbara News-Press conducts a summer youth job campaign program which allows Santa Barbara City College students to place job ads free of charge. The students compose a brief ad describing their skills and work experience. The ad runs in the paper for about three weeks. This year, of the 201 students who used this service, 74 were able to find employment.
## STATISTICAL SUMMARY

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**OFFICE PERSONNEL**

Coordinator of Student Services - William J. Cordero

Placement Officer - Shelia Henderson