

1.0 Student Employment Services

1.1 Function

- 1.1.1 The primary functions of the student employment services of the Los Rios Community College District are to assist applicants with job referrals in response to the employment needs of the community while facilitating the placement of students in career fields related to their educational objectives, and to assist students in the development of skills necessary to secure employment.
- 1.1.2 All applicable laws and regulations concerning equal opportunity and non-discrimination will be complied with and affirmed. The student employment service will not conduct business with any employer discriminating on the basis of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes.

1.2 Services

- 1.2.1 Each student employment office shall provide, within the College's capability to do so, employment services to include, but not limited to:
 - 1.2.1.1 job referrals (full-time, part-time) to off-campus and on-campus jobs;
 - 1.2.1.2 employment preparation skills (job search techniques, application procedures, resume writing, interview techniques);
 - 1.2.1.3 current employment and labor market information;
 - 1.2.1.4 employment advising and referral to appropriate resources;
 - 1.2.1.5 on-campus recruitment by employers seeking qualified applicants;
 - 1.2.1.6 a centralized employment service for employers in the community;
 - 1.2.1.7 coordination of efforts with student services and instructional areas;
 - 1.2.1.8 assistance with various job-related concerns.

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Adm. Regulation Revised: 2/10/82; 7/17/96; 9/28/15; 9/26/16
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Board Policy: [P-2623](#)