



Classification Title: Career Center Coordinator

Department:	Career Center	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Supervisor, Counseling Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists with coordination, organization and oversight in daily operations, activities, events and counseling support services of the District's Career Center; provides information to students on career and vocational paths, job announcements or openings and counseling services provided by the Career Center; monitors budget; provides lead work guidance to support staff and student workers and performs community outreach to potential employers and community groups.

DISTINGUISHING CHARACTERISTICS.

The Career Center Coordinator is distinguished from Student Support Specialist II by the former's responsibility for overall Career Center operations, including budget monitoring, and obtaining and maintaining Career Center resources and materials and by its lead-level duties in assigning work activities to lower-level staff and student workers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists with the coordination, organization and oversight of the daily operations, activities and services of the District's Career Center and computer lab; develops, maintains and coordinates the center's resources, materials and library of career information; updates and maintains the center's career library and career development resources areas; researches and retains information on current job openings, employment trends, emerging careers and educational requirements.
2. Monitors and maintains Career Center budget information; identifies, purchases and maintains the center's computers, equipment, supplies, resources and materials within approved guidelines and limits; approves and processes invoices for budget expenditures within approved guidelines and limits; maintains program tracking; assists with collection of data for or conducts program evaluation, measurement and verification activities; prepares or collects data for statistical, financial, participant and program activity reports.
3. Provides information to students, faculty and the community on Career Center services, resources, policies and procedures; administers and provides results for career assessments; assists students, faculty, staff and the public on the use of specialized software and the internet for job and career information searches; assists with the development and oversight of the delivery of student orientations, workshops and individual assistance; assists students in researching academic and career interests.

4. Plans, coordinates, organizes, implements and oversees all aspects of the District's annual job expo and assists the faculty Career Center Director with other events; updates and maintains databases of participating employers and collects participant fees; works with District staff to reserve facilities, tables and equipment and makes arrangements for decorations and entertainment; prepares correspondence, forms, sign-in sheets and other documents and materials; works with other District departments and staff to publicize career events; coordinates and participates in event setup; greets participants; responds to questions and assists in resolving concerns and complaints.
5. Assists Career Center Director and faculty in scheduling, marketing and coordinating career search classes; oversees the purchase and administration of assessment tools and materials; assists the Career Center Director with the development of instructional materials; assists with the development and creation of presentations for the center's workshops and orientations.
6. Participates in selecting, schedules and provides lead work guidance to lower-level staff and student workers; assigns work to lower-level staff and ensures completeness, accuracy and conformance with District/departmental standards; provides information, guidance and training on work processes and technical procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

Marginal Functions:

1. Performs community outreach; plans, schedules and hosts class, school and community agency visits to the Career Center; assists with the development of and distributes correspondence, flyers, mailers and other materials to publicize center events, services, resources, orientations, workshops and other center activities.
2. Creates, maintains and updates student files.
3. Maintains job bulletins, internships and volunteer opportunities announcements.
4. Interviews students, assesses needs and takes appropriate action or refers to Counseling Department staff; assists counselors in appointment scheduling; assists with coordinating the assignment of counselors for career search classes; provides instructional support to counselors for career center-related workshops.
5. Builds and maintains professional relationships with other District departments, faculty and staff.
6. Assists the Career Center Director with annual goals and objectives.
7. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible administrative support and experience in a career center, post-graduate placement service, state or local employment agency, or a closely related environment.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in a field related to career center coordination.

Knowledge of:

1. Methods and practices of planning, organization and coordination of career planning and job placement programs.
2. Common student needs, issues and concerns regarding careers and employment.
3. Career and occupational resources, trends and opportunities.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.

5. Federal, state and local laws, codes, rules, regulations and court decisions applicable to career development functions for students..
6. Basic research methods and data analysis techniques.
7. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
8. Modern office practices, procedures and equipment including computers and applicable software programs.
9. Basic methods and techniques for troubleshooting and resolving computer hardware and software problems.
10. Basic principles and practices of public administration for budgeting, purchasing and recordkeeping.
11. Principles and practices of sound business communication.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Organizing and overseeing the day-to-day operations, activities and services of a career center.
3. Providing information and guidance to students on career planning, job placement and other career-related topics.
4. Communicating with employers and community agencies regarding job placement opportunities.
5. Administering student assessments.
6. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
7. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
8. Interpreting, applying, explaining and reaching sound decisions in accordance with policies and procedures applicable to assigned areas of responsibility.
9. Communicating clearly and effectively, both orally and in writing.
10. Preparing clear, concise and accurate reports, correspondence and other written materials.
11. Operating a computer, enterprise software, spreadsheet software and other standard office equipment.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of student files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit and stand for long periods; use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.