

**CAREER STUDIES AND SERVICES COORDINATOR**

| **Reports to:** | Faculty Director, Career Studies and Services |  |  |
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| **Dept:** | Career Studies and Services | **Range:** | 26 |
| **FLSA:** | Nonexempt | **EEO:** | Professional/Nonfaculty |

*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.*

### BASIC FUNCTION:

Under general supervision, lead and participate in the work of planning and implementing the delivery of programs and services in the Career Center; provide information to students on career and vocational paths, job assessments and counseling services provided by the Career Center; assist employers with job postings and participation in Career Center events; act as a liaison between the program and other departments, businesses, governmental agencies or other educational institutions; perform advanced administrative support including monitoring budget, program compliance with federal, state and district codes, rules and regulations and preparing and analyzing statistical data; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Participate in selecting, training and providing day-to-day lead work direction to lower-level full and part-time staff and Career Peers; assign and monitor work for completeness, accuracy and conformance with district, department and legal/regulatory requirements and standards; monitor work flow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/ legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district’s mission goals and values.
2. Oversee the day-to-day operation of the Career Center, computer lab and department programs; assess students, alumni and community members for employment readiness, career interests and occupational choices and service needs; schedule students for counseling appointments, workshops, orientations and special events to prepare them for the job application, interview and work process; develop, maintain and manage the Career Center’s resources including access to computers, employment and career information, employment trends, emerging careers and educational requirements.
3. Develop and maintain proactive relationships with local employers, city and county govern­ments and community groups in order to build employer database, job and internship postings and funding opportunities; liaison with employers and disseminate information regarding posting jobs and internships and participating in Career Center services and events.
4. Develop and implement mechanisms to deliver accurate and timely information concerning Career Center events, services and employer needs and opportunities to staff, faculty, students and the public; track and disseminate information regarding changes in employ­ment-related rules, regulations, policies and proce­dures; prepare and produce promotional materials including flyers, invitations, programs and publications.
5. Assist the Faculty Director or Program Supervisor with the development and implementation of depart­ment programming and service delivery; coordinate the acquisition/scheduling of locations, equipment and resources.
6. Prepare marketing materials, forms and other department documentation; develop, track, analyze and report employment and service delivery processes, metrics and documents; research, obtain and analyze key data and statistics from varying sources for reports, proposals, workshops, program reviews and other documents.
7. Input data and prepare and process purchase requisitions, purchase orders and check requests; verify the accuracy of receipts and invoices, enter account codes, validate sufficiency of budget and process for payment; monitor department and grant budgets; purchase supplies and materials and/or authorize expenditures according to established guidelines; ensure accurate usage of funding codes and calculate departmental/program billing; prepare and process expense-related forms including travel requests and reimburse­ments, petty cash and expense reports.
8. Coordinate scheduling of and office locations for faculty and counselors; process personnel requisitions; collect and audit documentation supporting time logs and ensure conformance to work hour restrictions; compute and categorize pay according to departmental/program billing accounts; prepare timecards; provide confidential and efficient recordkeeping; assist payroll department with resolution of payroll issues.
9. Represent the college or department at events, such as college and job fairs, orientation programs, business and community events and outreach events; develop and teach work­shops and classroom presentations in person and/or online as needed; develop and main­tain relationships with employers and community partners.
10. Coordinate logistics of job fairs and Career Center student/employer events; identify and liaison with event participants, vendors and sponsors; serve as lead event coordinator; work with campus facilities, campus security and other departments; troubleshoot and proactively resolve event-related issues; identify and recruit speakers.
11. Provide administrative assistance to the Faculty Director and Program Supervisor; generate sensi­tive and complex reports, documents and personnel documentation using advanced word pro­cess­ing; process purchase requisitions and monitor department budgets; authorize expenditures according to established guidelines.

### OTHER DUTIES:

1. Serve as the functional specialist for employer and job posting databases and programs; facilitate student, faculty and staff use of systems and programs.
2. Update and maintain department or program website and social media accounts.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Career Studies and Services programs, services, goals, objectives, policies, procedures and practices.
2. Career and occupational resources, trends and opportunities.
3. Common student needs, issues and concerns regarding careers and employment.
4. Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
5. Applicable sections of the state education code and other applicable laws.
6. District recordkeeping and general accounting systems, practices and procedures for processing student information and interpreting input and output data.
7. District practices and procedures for budgeting, purchasing and maintaining public records.
8. Payroll procedures and operations.
9. Modern office practices, procedures and equipment including computers and applicable software programs.
10. District organization, operations, policies and objectives applicable to assigned area of instructional/student services.
11. Safety policies and safe work practices applicable to the work.
12. State, federal and campus employment and work study rules, regulations and other applicable laws.
13. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
14. Basic principles and practices of effective supervision.
15. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Assign and review the work of assigned staff.
2. Plan and implement programs and activities in assigned Instructional/Student Services area.
3. Oversee the day-to-day operations, activities and services of a community college career center.
4. Provide information and guidance to students on career planning, job placement and other career-related topics.
5. Communicate with employers and community agencies regarding job placement opportuni­ties.
6. Screen for and schedule counseling appointments.
7. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
8. Track statistical information utilizing complex spreadsheets and databases.
9. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
10. Set priorities and exercise independent judgment within areas of responsibility.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and regulations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software.
15. Maintain confidentiality of district and student files and records.
16. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
17. Represent the district effectively in public settings.
18. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
19. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in a relevant field, and one year of related work experience career services; or graduation from an associate degree program and three years of related work experience in career services. A bachelor’s degree is preferred and may be required to advance to higher levels in the class series; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to Career Peers, student workers and assigned staff.

**CONTACTS:**

District administrators, faculty, staff, students, employers, other educational institutions, com­munity organi­zations and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending, stooping or crouching; occa­sional light lifting, carrying, pulling and/or pushing of objects weighing up to 25 pounds; ability to travel and/or drive to various locations on and off campus as needed to conduct district business; ability to work at a computer station for extended periods on an as-needed basis, involving light, repetitive use of hands, wrists and forearms; ability to view small-font words/ symbols on a computer monitor for extended periods.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established dead­lines and changing priorities.

**WORKING CONDITIONS:**

Primarily indoor office learning center or classroom environments; subject to frequent contact and interruptions by individuals in person or by phone; intermittent exposure to angry and/or verbally aggressive individuals; may be required to work evening hours on an as-needed basis; may work at any district location.