

CLASS SPECIFICATION
Career Development Center Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, organizes, coordinates and oversees the daily operations, activities and services of the District's Career and Job Services Centers; provides information to students on career and vocational paths, job placement, job assessments, college entrance and counseling services provided by the Center; prepares materials and conducts workshops for students, faculty and the public on Center functions and career-related topics; develops and maintains relationships with community agencies, employers, faculty and staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Career Development Center Coordinators are responsible for coordinating, organizing and overseeing the day-to-day activities and services of an assigned Career and Job Services Center. Incumbents are responsible for obtaining and maintaining Center resources and materials, coordinating and conducting campus and community outreach career and job services efforts, coordinating and organizing the District's annual career fair and providing information and guidance to students on career and vocational paths, job placement, job assessments, college entrance and counseling services provided by the Center. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND 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. Coordinates, organizes and oversees the daily operations, activities and services of an assigned Career and Job Services Center; implements Center information management methods, operational policies and procedures and student worker training programs; prepares plans for the lay-out of Center facilities; provides information to students and employers on Center services, resources and policies and procedures; assists counselors in maintaining career counseling appointment schedules and confirming appointments; plans, develops, coordinates and schedules Center events, activities and workshops; develops and distributes correspondence, flyers, mailers and other materials to publicize Center events, services, resources, orientations, workshops and other Center activities; schedules and provides training and work direction to clerical support staff and student workers; notifies deans, department heads and Title V liaisons regarding Center needs and makes recommendations on use of grant monies, budgeting, purchasing and other Center issues.

2. Obtains, maintains and manages Center resources and materials; develops and maintains a current and comprehensive occupational library; researches, reviews and seeks new sources of career information and job referral opportunities; updates and maintains the Center's career library, career lab and job search resources areas; catalogs new resources and materials; researches and maintains knowledge of current job openings, employment trends, emerging careers and educational requirements; maintains resource budgets; selects, determines priority and requisitions supplies, equipment, resources and materials; oversees and participates in conducting inventories of equipment and materials.
3. Plans, organizes, coordinates and conducts campus and community outreach career and job services efforts; develops and maintains positive relationships and partners with community agencies, local employers, faculty and staff; provides information on campus recruiting, posting job announcements and working with the Center; conducts site visits for community agencies and employers, launches community relations campaigns and attends community events; develops and conducts career and job services orientations and workshops for students, faculty and staff; contacts, schedules and makes arrangements for guest speakers to present information on specific occupations in the Center and for classroom presentations; assists in maintaining and updating the Center's website and expanding on-line job assistance for students and the community; assists career counselors on projects, events and workshops as needed.
4. Creates, maintains and updates student files and assists in tracking student progress; interviews and students to determine career guidance needs; refers students to counseling staff or other District resources as appropriate; interviews students and community agencies regarding job openings and employment opportunities and refers qualified students to employers as appropriate; administers, scores and explains interest, values, aptitude and career assessments; assists students in creating resumes and completing applications and provides feedback; provides guidance to students on interviewing skills and techniques; assists students, faculty, staff and the public on the use of specialized software and the internet for job and career information searches; assists clients in locating and using college career and job services information for research, assignments and career planning.
5. Partners with the Cal Works Office and assists in planning, coordinating, organizing, supervising, implementing and overseeing the District's annual career fair; contacts and meets with various employers and creates lists of participants; disseminates labor market information and job flyers to faculty and departments; works with District staff to reserve facilities, tables and equipment and makes arrangements for decorations and entertainment; prepares correspondence, forms, sign-in sheets, evaluations and other documents and materials; works with other District departments and staff to publicize job fairs; completes liability insurance forms for off-campus participants and the public; purchases refreshments and supplies; coordinates and participates in event set-up; greets participants; responds to questions and assists in resolving concerns and complaints.
6. Assists faculty in developing, preparing, coordinating and conducting classroom presentations on a variety of career and job services topics and Center resources and services; develops and creates presentations for Center workshops and orientations; prepares career education and job services instructional materials for use by faculty and students; prepares assessment materials for classes.

7. Oversees and participates in the preparation of Center reports, correspondence and recordkeeping; prepares and submits annual statistical reports.

OTHER DUTIES

1. Attends a variety of meetings, training sessions, conferences and seminars as required.
2. Participates on a variety of District committees as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of planning, organization and coordination of community college 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. Current employment practices.
5. College entrance requirements and procedures.
6. Federal, state and local laws, codes, rules, regulations and court decisions applicable to career and job services functions for community college students.
7. Basic research methods and data analysis techniques.
8. Principles and practices of public administration for budgeting, purchasing and record keeping.
9. Principles and practices of sound business communication.
10. Modern office methods, practices and equipment.
11. Standard business software, including word processing and spreadsheet programs.

Ability to:

1. Plan, organize and oversee the operations, activities and services of a community college Career and Job Services Center.
2. Provide information and guidance to students on career planning, college entrance, job placement and other career-related topics.
3. Communicate with employers and community agencies regarding job placement opportunities.
4. Administer and score student assessments.
5. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.

6. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare clear, concise and accurate reports, correspondence and other written materials.
9. Operate a computer using word processing and other business software and other standard office equipment.
10. Organize and maintain specialized files.
11. Maintain confidentiality of District and student files and records.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. Establish and maintain effective working relationships with District management, faculty, administrators, counselors, staff, students, employers, community agencies, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of two years of college-level coursework in social science or a related field; and at least two years of progressively responsible experience working in student career or job services; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, counselors, staff, students, employers, community agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.