



COORDINATOR, CAREER DEVELOPMENT

DEFINITION

Under general supervision, identifies and connects students to career opportunities and internships; coaches students in employment skills; coordinates campus job fairs, career information workshops, and recruiting opportunities; provides information to students, faculty, and other College staff; provides assistance for a wide variety of assignments related to the development and implementation of the career development program and services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for independently coordinating one or more programs or offices. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Positions work on tasks that are varied and complex, requiring the use of discretion and independent judgment in performing assigned work, or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Establishes and maintains relationships with employers and College programs through networking, marketing career services, and calling to connect students to on-campus and off-campus internships and work study and career opportunities.
- Meets with students on a one-on-one basis to identify and evaluate career interests, employment readiness, and associated qualifications; coaches students on various employment skills, including resume, cover letter, and other employment document development, job searching, networking, interviewing, and transitioning from the classroom to the workforce; refers students to available positions, follows up with students and employers to ensure placements are satisfactory and successful.
- Maintains online job board including screening employers for business verification and ensuring compliance with College recruitment policies and federal, state, and local laws, ordinances, and regulations.
- Researches, analyzes, and interprets employment trends, market data, and high growth industries to identify potential career opportunities for students.
- Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities including coordinating logistics; designing and implementing marketing strategies; developing and monitoring budgets; processing independent contractor agreements and purchase requisitions; and ensuring compliance with established timeline and budget.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports.

- Prepares and delivers presentations to potential students, student organizations, faculty, staff, and community groups regarding College programs, services, activities, and events.
- Attends and participates in program-related community activities, advisory boards, and professional conferences and meetings concerned with the development and implementation of assigned programs and/or projects.
- Compiles information and data for various reports; checks and ensures accuracy of the data.
- Stays abreast of new trends and innovations in the field of employment and career development; monitors changes in laws, regulations, and technology that may affect program or College operations; implements policy and procedural changes as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and College and District policies and procedures relevant to assigned area of responsibility.
- Principles, practices, and service delivery needs related to the development and implementation of career development and related programs.
- Principles and practices of human resources administration specific to recruitment and selection, career development, labor market, and employment and labor laws.
- Principles and practices of job coaching.
- Procedures for planning, implementing, and maintaining a variety of presentations, activities, and events.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and College and District policies and procedures relevant to assigned area of responsibility.
- Develop and implement assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Provide sound advice and coaching to students related to career services.
- Interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college and three (3) years of increasingly responsible experience related to creating and/or implementing job development and career placement services.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various event and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors at assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens.

Salary Grade: C1-50

FLSA: Non-Exempt

EEO Code: H-

Board Approved: April 2021