



CAREER SERVICES COORDINATOR

BASIC FUNCTION

Under the direction of an area administrator, this role encompasses diverse responsibilities in planning, promoting, and executing Career Services objectives. It necessitates extensive engagement with participants/students, faculty, staff, and other stakeholders, demanding strong organizational abilities and specialized technical expertise in career services.

DISTINGUISHING CHARACTERISTICS

This classification entails coordinating student career services, handling complex assignments that require considerable discretion and independent judgment. The position relies on experience and discernment to execute duties effectively and ensure the smooth delivery of program services. Incumbents establish objectives, timelines, and methodologies to provide services and fulfill tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Recruit students, faculty, and employers to participate in career services programs. Advise students regarding potential placements.
2. Monitor, update, and maintain student data including post program follow-up as required. Troubleshoot and solve problems that arise.
3. Marketing of career services programs. Prepare and disseminate promotional materials; ensure up-to-date information on the web and all marketing outlets.
4. Assist faculty in maintaining student and employer compliance with regulations and policies, and accurate reporting. Assist in preparing and monitoring of program budgets.
5. Coordinate with College CTE programs, Work Experience faculty, and local employers to provide employment and internship information and opportunities for students.

6. Assess student workplace readiness; discuss and model positive work skills and habits; assist students in exploring career interests and occupational choices.
7. Attend CTE departmental meetings and advisory committees' meetings. Promote positive relationships in the community including business organizations, chambers of commerce, and employer groups.
8. Organize events, workshops, seminars, and information sessions for Career Services. Some events may take place off campus with some travel involved, as well as evening/weekend activities.
9. Maintain confidentiality.
10. Assist with program review for the Career Services program to establish long- and short-term goals and strategies.
11. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Employment preparation, including search and hiring techniques and practices.
- Occupational terminology, occupations, and basic requirements for jobs.
- Methods and practices of record keeping and report preparation.
- Applicable laws, regulations and policies.
- Current technologies, computers, and associated office software.
- Correct usage of grammar, spelling, punctuation, and vocabulary.
- Employment interviewing and resume development techniques.
- Budgeting, procurement, monitoring, and reporting.
- Interpersonal skills using tact, patience, and courtesy.

Skills and Abilities To:

- Mentor students.
- Organize and develop creative Career Services components.
- Operate office equipment.
- Operate computers and associated software.
- Perform independently and within a team.
- Read, write, and communicate.
- Plan, organize, and meet deadlines.
- Establish and maintain cooperative working relationships.

Education and Experience:

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Any combination equivalent to a bachelor's degree in business administration, public administration, marketing or a related field and three (3) years of related experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Incumbents may have to attend off campus meetings and events, some of which may take place occasionally in the evening and on weekends.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.

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