

JOB DESCRIPTION



Position Title: Career Services Coordinator

Department: Counseling and Advising

Employment Category: Non-Exempt Staff

Primary Location: District-wide
Based at Sierra Vista Campus

FLSA Classification: Non-Exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE08

Position Summary: The Career Services Coordinator is responsible for providing career and academic advisement support, internship coordination, and by staying knowledgeable of current employment, economic and industry trends, and for connecting students to campus and community services, especially within Cochise County, in support of academic and career goal attainment.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Provides comprehensive career planning services to students using effective communication techniques with various modes of technology, to encourage and guide students to define and develop realistic goals

Develops, updates, and implements career development activities that support programs in exposing students to opportunities in their career field, including focusing on career, continuing education and certification, providing recent completers with job leads and career opportunities, and for ensuring program participants have a documented plan prior to program completion

Engages students in career planning assessments, and assists students in developing a career plan, provides mock interview support and training to build a resume, complete an application for employment, search for a job and interview; may connect students with appropriate internship, externship, or job shadowing opportunities

Participates in annual commencement ceremony, ongoing departmental training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, and procedures, and resources and services available to students

Assists instructors with information tracking and best practices for partner relationship building related to clinicals, internships, externships, and job shadowing, including building and nurturing partnerships with business and industry

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Participates in college committees and task forces as required and works with faculty and academic staff to develop student-focused processes and assists in the development of goals and objectives for the department

Fosters positive relationships with community leaders, including business owners, non-profit organization representatives, and high school personnel to create opportunities for students to be connected with work and internship experiences within Cochise county.

Assists the Admissions team with on-campus and off-campus recruitment activities; performs community outreach through speaking engagements at K-12 and Secondary schools; travels to schools within and outside Cochise county, promoting the college educational programs

Plans and implements an annual on-campus and/or virtual career fair

Provides a welcoming atmosphere for students, staff, and the community

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree, preferably in counseling or a related field, from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years' higher education experience, preferably to include recruitment and career interest assessment/advising

Valid driver's license and the ability to obtain clearance to drive college vehicles under the college's insurance policy is required

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of recruiting, job placement and/or career advising techniques

Knowledge of certification tests used for career assessment

Knowledge of tools used for student interest and personality type and the ability to interpret results of such tools to assist students in making sound decisions

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Skill in evaluating a student's academic interests and desires to formulate a plan designed to assist the student in achievement of specified career goals

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Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Counseling and Advising

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.