

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CAREER/TRANSFER/EMPLOYMENT CENTER COORDINATOR

*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 within the job.*

SUMMARY DESCRIPTION

Under direction, oversee and coordinate the services and activities of the Career/Transfer/Employment Center providing both transfer and vocational programs, career information, and employment opportunities services in a centralized location; provide a variety of information, assistance, and advisement to students, faculty, staff, and the community; and perform a variety of administrative support functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the services and activities of the Career/Transfer/Employment Center; participate in the development of processes and procedures for the Center; establish schedules and methods for providing assigned services; implement policies and procedures; review and update forms, materials and systems; make recommendations for changes as necessary.
2. Develop programs to meet students' needs and to ensure provision of updated transfer information to students and staff.
3. Assist students in researching educational and career requirements.
4. Post job opportunities on college employment webpages, in job book at the Center, and on job boards around the college.
5. Provide individual and group assistance related to transfer; communicate requirements of various university admission procedures and major requirements as well as Chabot and/or Las Positas College's special transfer programs.
6. Communicate appropriate information to support student's goals, making appropriate referral to a counselor and/or other resources.
7. Coordinate and conduct tours of the Center to visitors and classes.
8. Order, review, catalog, inventory, and maintain a wide variety of educational and career related materials and supplies.
9. Schedule speakers, tours, and workshops; coordinate and host a variety of programs and events including transfer day, job shadowing, employment fair, and transfer reception; coordinate and communicate with catering companies for events.
10. Publicize and market the Center's activities through e-mail, annual newsletters, flyers, and College newspaper.
11. Represent the College and the Center in professional organizations, on and off campus; serve as contact for four-year college and university representatives.

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12. Attend conferences, workshops, and regional meetings as appropriate to the Center; represent the College at Regional Transfer Director's meeting.
13. Represent the College in various community outreach activities and workshops including CSU conferences and statewide educational committees; conduct a variety of workshops at the Center including resume writing and interview techniques.
14. Supervise assigned work-study students.
15. Perform various administrative support functions including typing, filing, answering phones and providing assistance to office callers; respond to questions and inquiries from students, staff, faculty and the general public; order office supplies; maintain budget; prepare necessary reports.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic operations, services, functions, programs, and activities of a Career/Transfer/Employment Center.
2. College transfer processes and deadlines.
3. Principles and practices of planning and implementing programs and events.
4. Labor market information and resources.
5. Library science principles and practices.
6. Problem solving techniques and resources.
7. Customer service principles and practices.
8. Principles of business letter writing and basic report preparation.
9. Principles and practices of filing and record keeping.
10. Basic principles and practices of supervision and training.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Special computer programs related to career, transfer, and employment.
13. Basic mathematical principles.
14. English usage, spelling, grammar and punctuation.
15. Pertinent state, District, and college policies, procedures, and regulations.

Ability to:

1. Coordinate and direct programs, activities, and operations of the Career/Transfer/Employment Center.
2. Recommend and implement goals and objectives for providing various programs and operations.
3. Learn, interpret, and apply applicable policies, procedures, and regulations governing assigned operations and programs.
4. Make presentations expressing oneself clearly.
5. Research information using own initiative.
6. Evaluate and critique usefulness of materials for all backgrounds and programs.
7. Manage multiple tasks and duties.
8. Schedule time effectively to complete assignments.

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9. Work with a diverse student population in a large campus setting.
10. Respond to requests and inquiries from the general public, students, faculty and staff.
11. Supervise, direct and coordinate the work of assigned staff and students.
12. Complete required forms and surveys.
13. Prepare clear and concise reports.
14. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
15. Type and enter data at a speed necessary for successful job performance.
16. Communicate clearly and concisely, both orally and in writing.
17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in education, human services, library science, or a related field. A Bachelor's degree is desirable.

Experience:

Two years experience related to working with students in higher education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/19/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional