PALOMAR COMMUNITY COLLEGE DISTRICT

CAREER 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.

DEFINITION

To assist in and oversee the daily administration and operations of the District’s Career Center; to maintain and monitor career center budgets and accounts; to provide information and assistance to students and faculty on Career Center services and policies; to host class visits to the Career Center; and to assist in the coordination of job and career fairs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Career Center Director.

May exercise functional and procedural supervision over short-term, volunteer or student staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assist in the daily administration and operations of the District’s Career Center; maintain a library of occupational, vocational and training information.

2. Maintain and monitor Career Center budgets and accounts; collect fees and prepare deposits.

3. Maintain Career Center computer lab; ensure proper operation of computer lab equipment and software; perform basic troubleshooting and maintenance for software and hardware; train students on the proper operation and use of computer equipment.

4. Prepare instructional materials for career search classes; assist faculty in providing materials and supplies and administering assessments to students; prepare and maintain student attendance records; coordinate assignment of counselors for career search classes.

5. Provide assistance in the preparation of materials and rosters for faculty; process and print assessments for faculty and counselors; provide instructional support to counselors for workshops.

6. Provide information and assistance to students in the Career Center; assist students in registering for classes, completing applications, accessing grades and transcripts, and establishing College email accounts.

7. Provide academic and career guidance services to students; interview students, assess needs and take appropriate action or refer to counseling staff; assist students in researching academic and career interests.
8. Plan, schedule and host class, school and community agency visits to the Career Center; provide career center orientations and tours; provide resume writing classes; administer personality assessments to students; provide instruction to students on the use of Career Center equipment, databases, assessments and websites.

9. Schedule and maintain classroom reservations for department classes using master scheduling calendar; schedule the use of the Career Center by classes.

10. Assist in the coordination of job and career fairs; create flyers and other marketing materials; contact local employers and educational institutions to participate at fairs; maintain participant mailing lists and contact information; receive and deposit registration fees; coordinate refreshments; assist at career fair meetings.

11. Assist in the preparation of a variety of reports and correspondence; compile information for statistical reports.

12. Create, maintain and update Career Center Director’s calendar; schedule appointments.

13. Order and maintain inventory of Career Center supplies and assessments; prepare and process purchase orders for database renewals.

14. Stay abreast of new trends and innovations in the field of career advising; research current labor market information, including job openings, occupational outlooks, educational and training requirements, compensation and locations.

15. Supervise and provide training and guidance to student workers; verify and process student worker timesheets.

16. Receive, process and post job announcements from local employers and educational institutions; place copies in job binders.

17. Provide backup support for counseling staff; answer phones, schedule appointments, and provide general College information.

Marginal Functions:

1. Attend a variety of meetings as required.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Policies, procedures, and operating practices applicable to admissions, registration, career planning and academic counseling.
2. Practices and procedures of office administration and support.
3. Policies and procedures applicable to budget, purchasing, and financial recordkeeping.
4. Principles and practices of sound business communication in a college environment including business letter writing and basic report preparation.
5. Advanced usage of word processing, spreadsheets, databases and other standard software to create complex documents, reports, and materials.
6. Correct English usage, including spelling, grammar, and punctuation.
7. Local, State, and Federal codes, laws, and regulations, including terminology and processes, applicable to areas of assigned responsibility.
8. Practices and procedures for developing and maintaining filing systems and records.

**Ability to:**

1. Provide basic academic, vocational and career counseling support to students.
2. Assess student needs and make appropriate referrals.
3. Verify new and transfer students’ eligibility for math, reading and English classes.
4. Provide guidance to students on the availability of College programs and services.
5. Create and update computerized appointments and schedules.
6. Interpret and explain District admissions, enrollment and registration policies and procedures.
7. Research, compile, analyze, interpret and prepare a variety of administrative and database reports.
8. Prepare and maintain accurate and confidential student records and reports.
9. Operate office equipment including computers and supporting word processing, spreadsheet, integrated software systems and career assessment applications.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Perform routine purchasing and budget functions.
14. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible administrative support and experience in a career center, post-graduate placement service, state or local employment agency, or a closely related environment.

**Training:**

Equivalent to an Associates degree from an accredited college or university with major coursework in a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with students, faculty, general public, and other academic institutions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.