

COORDINATOR, CAREER SERVICES PROJECTS

DEFINITION

Under the general supervision and direction of the Director of Career and Transfer Services, plans, organizes, coordinates and provides direction and oversight of assigned projects related to principles of employment, student development, work skills training and preparation for students. Plans and coordinates education and outreach efforts; serves as a liaison between students, faculty, staff, administration and outside agencies as required for implementation of assigned projects; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; oversees and directs the monitoring and reporting of data for all assigned projects; develop and maintain relationships with outside agencies and campus resources relative to assigned projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work requires technical expertise and program planning related to principles of employment, student development, work skills training and preparation, coordination of budgets and payroll records, coordination of presentations and processing with key campus departments. This position must be cognizant of and skilled at implementing and interpreting the application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of career services and District activities and involves extensive interaction and collaboration with students, faculty, and staff within Student Services, other college departments, and off campus agencies.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes and coordinates the daily activities for career projects to meet program objectives and timelines.
2. Plans, coordinates, and implements various career related events such as workshops, and recruitment activities to meet program objectives and timelines.
3. Coordinates with other departments and divisions to ensure effective and efficient development of positions, job descriptions and hiring criteria, evaluation methods, employment needs and training capabilities of campus departments in order to facilitate the placement of students.
4. Coordinates assigned programs and/or projects, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing

- changes and/or updates; provides on-going support to ensure program and/or project success.
5. Evaluates employment and placement referrals for eligibility, assesses skills, and recommends students to the appropriate department for possible placement.
 6. Provides training, orientation, and guidance to students participating in programs and services; prepares weekly and daily student work schedules; reviews and controls students' work performance.
 7. Monitors student enrollment activities in career services programs, student participation rates and resource utilization.
 8. Participates in developing goals, objectives, policies, procedures, and work standards.
 9. May participate in and oversee the administration of program and/or project budgets, including monitoring expenditures.
 10. Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
 11. Schedules and oversees the work of hourly and student employees.
 12. Oversees and participates in the preparation and maintenance of various records, reports and files related to assigned activities and student participation.
 13. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
 14. Provides recommendations to the Director, Career and Transfer Services concerning enhancements to existing and future special projects.
 15. Collaborates with the Director, Career and Transfer Services to provide college-wide training for all student assistants, student workers and their supervisors.
 16. Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
 17. Composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
 18. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
 19. Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
 20. Attends and conducts various meetings as assigned.
 21. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
 22. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
 23. Supports and abides by federal, state, local policies, Board policies, and Administrative procedures.
 24. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
 25. Prepares and delivers oral presentations related to assigned areas as required.
 26. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, practices, and service delivery needs related to career services.
3. Basic principles and practices of providing technical and functional direction and training related to the work experience coordination and development of essential work skills and knowledge for student employees.
4. Student development principles related to addressing issues, strengths, career and employment challenges of students from diverse socio-economic, ethnic, cultural, linguistic, disability, sexual orientation, gender identification, and residency backgrounds.
5. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
6. Research and reporting methods, techniques, and procedures.
7. Principles and practices of data collection and report preparation.
8. Basic principles and practices of budget administration and accountability.
9. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to career placement and employment.
10. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Record keeping principles and procedures.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Plan, schedule, assign, and oversee activities of assigned personnel.
5. Oversee the placement, training and performance of student employees in their assigned work placements.
6. Assess and address diverse student issues impacting student development of career skills and knowledge.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.

9. Oversee and coordinate assigned program and/or project operations, services, and activities.
10. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
11. Develops evaluation tools, conducts surveys and interviews related to student employment; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
12. Make accurate mathematical, financial, and statistical computations.
13. Prepare clear and concise reports, correspondence, procedures, and other written materials.
14. Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Organize own work, set priorities, and meet critical time deadlines.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field; and
2. Two (2) years of increasingly responsible experience related to creation and implementation of job development and placement services; or
3. Equivalent to an Associate's degree from a regionally accredited college or university; and
4. Four (4) years of increasingly responsible experience related to creation and implementation of job development and placement services.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

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 to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 2/2023