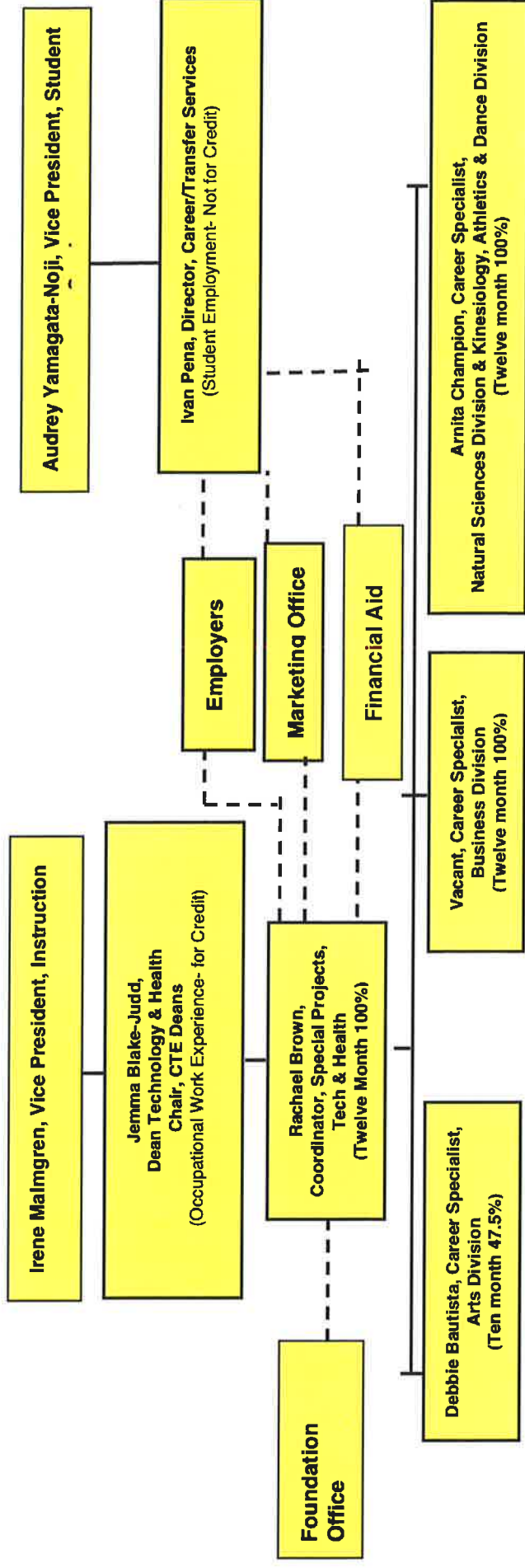




Dean Responsibilities:

- > Oversee embedded Coordinator and Career Specialists
- > Oversee expansion of industry partnerships (e.g. increase advisory membership, on-campus presence, work experience sites, graduate employment opportunities)
- > Increase equipment donations for CTE programs
- > Increase publicity for Work Experience opportunities
- > Oversee continuous improvement efforts for experiential learning activities

Coordinator Responsibilities, including Career Specialist duties for Tech & Health as noted below

- > Serve as California Internship & Work Experience Association Tri Regional Liaison
- > Serve as CIWEA Board Member for 2yr College Development and Engagement
- > Assure compliance with state regulations, district policy, & Title 5
- > Provide campus level support and in-service training for work experience faculty and Career Specialists
- > Coordinate activities with Director of Foundation as appropriate
- > In consultation with Dean, review new internship based programs and make recommendations for implementation to CTE Deans and VPI
- > Coordinate on-campus privately funded Internships
- > Assure maintenance of appropriate records for each student in work experience program
- > Coordinate appropriate classification and payment schedule of student monetary awards with Financial Aid Office
- > Implement and maintain database systems for industry partnership and site placement and provide training for Career Specialists as needed

Career Specialist Responsibilities:

Improve tracking and feedback mechanisms	Increase publicity for work experience and employment success stories	Increase industry partnerships	Increase work-based & experiential learning opportunities campus-wide	Increase equipment and monetary donations
• Create division-specific employer data bases • Deploy surveys to employers, student participants, graduates • Track individual student work experience unit max and outcomes • Solicit site supervisor feedback for continuous improvement	Generate: • Press Releases • Reports to Trustees • Twitter Feeds • Spotlight articles: Mt. SAC homepage, Student newspaper, Department web pages, Facebook pages	• Develop work experience site lists and site supervisor contacts • Expand employer/alumni presence on campus: Employer panels, Advisories, Portfolio review, Lunch and Learns, Pizza with the Pros, etc. • Increase Mt. SAC faculty, student, manager excursions to and tours of industry sites	• Increase number of available internal and external work experience opportunities • Provide training and coordination services to faculty • Increase number of student participants • Improve student preparation: pre-course, resume building, interview prep, etc.	• Employ targeted fundraising efforts in concert with Foundation • Use employer and graduate surveys strategically • Create Department webpage and Facebook page donation prompts • Use advisory meeting agenda prompts strategically