

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b></p> <p><b>JOB DESCRIPTION</b></p>
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Job Title:	Career Center Coordinator II	Range: 45	Classified Schedule
Date Revised:		Date Approved:	November 10, 2015

**PRIMARY PURPOSE**

This position is responsible for the planning, coordinating and organizing a variety of Career Center services and activities to assist students and facilitate their educational goals; coordinates use of Career Center facilities with faculty, staff and students.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Serves as the lead for the institution in the strategic, fiscal and operational coordination of the Career Center to ensure student success. Provides direction and coordination in the implementation of the goals, objectives, policies and procedures of the Career Center. Provides technical information and expertise to students, instructors and staff regarding Career Center activities and services; collaborates with students, faculty and staff to understand students' academic needs, career goals and progress.
2.	Coordinates the design, implementation and facilitation of Student Learning Outcomes (SLOs), Student Support Services Quality Review (SSSQR), and the Student Services Master Plan (SSMP). Organizes, participates and serves as the chair for general meetings, committee meetings, and special projects as assigned. Coordinates programs and services related to Career Center coordination.
3.	Develops and coordinates informational materials, presentations and workshops regarding programs and services; develops materials for distribution to promote activities and services; coordinates and participates in outreach activities to promote educational awareness, opportunities and services of the Career Center.
4.	Researches and implements current and trending career development theories, labor market statistics, career trends outreach, marketing and career search methods and skill requirements and directly applies this knowledge to best serve the diverse student population needs.
5.	Ensures compliance with campus, district, state and federal objectives and regulatory requirements, including compliance with the National Career Development Association (NCDA). Coordinates use of Career Center facilities with faculty, staff and students; maintains the Career Center in a safe, clean and orderly condition. Schedules and conducts meetings with faculty and staff for program evaluation and improvement.
6.	Performs administrative duties related to the maintenance and efficiency of the Career Center; types various forms, letters and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Assists in the preparation of the annual Career Center Budget; monitors expenditures, initiates and develops grant one one-time funding requests; prepares fiscal reports as directed. Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use.
8.	Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the Career Center; prepares and maintains a variety of records related to students and program activities.
9.	Develops and prepares materials for faculty and student use.

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10.	Trains and provides work direction and guidance to others as directed; coordinates professional development for new and continuing employees.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONS**

The Career Center Coordinator II maintains frequent contact with various departments, faculty, staff, and students.

**EDUCATION AND EXPERIENCE**

Bachelor's degree from a regionally accredited college/university.

Four (4) years training or work experience directly related to the position.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of district organization, policies, procedures, goals and objectives of assigned department

Knowledge of policy, procedure, local, state and federal regulations related to department operations

Knowledge of the principles and practices of supervision, training and direction of personnel

Knowledge of leadership, organization and project management

Knowledge of project planning, career assessment, occupational research, resume writing, interview skill, etc.

Knowledge of specialized career development applications, resources, equipment, techniques and strategies

Knowledge of the proper methods, materials, tools and equipment used in the assigned department

Knowledge of appropriate safety precautions and procedures

Knowledge of instructional methods and techniques

Knowledge of modern office practices and procedures

Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary

Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance,

Knowledge and ability to operate computers, typewriters, copiers and other standard office equipment

Ability to present materials and to perform experiments and demonstrations in the area assigned

Ability to assist students in understanding and applying basic principles of the assigned subject area

Ability to make arithmetic calculations quickly and accurately

Ability to work independently with little direction

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

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Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

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