

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	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

Minimum Qualifications

Bachelor's degree from a regionally accredited college/university.
 Four (4) years training or work experience directly related to the position.
 Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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

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Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance,
Knowledge and ability to operate computers, 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
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

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. 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.
