

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAREER AND TRANSFER CONNECTIONS COORDINATOR

RANGE: 29

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under direction of assigned supervisory or management personnel, plans, coordinates, and supports the services and activities of Career and Transfer Connections programs; acts as a liaison to provide students with resources regarding program services to aid in furthering their education and/or successfully obtaining employment during and after the completion of their education; coaches students in employment skills and promotes career and internship opportunities; assists students with transfer preparedness to four-year colleges; provides assistance for a wide variety of assignments related to the development and implementation of assigned programs, projects, and services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for independently performing administrative and programmatic duties in support of Career and Transfer Connections programs and services. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, and coordinate assigned services and activities in support of Career and Transfer Connections programs, including job placement, internship promotion and placement, student transfer readiness, and career and vocational promotion; assist in defining scope and schedule of services and activities; coordinate program services and objectives with other departments, faculty and staff, local employers, universities, and other external organizations; ensure activities and operations comply with objectives and requirements. **E**
2. Meet with students on a one-on-one basis to identify and evaluate internship interest, future career and job readiness, and associated qualifications; coach students on various employments skills including resume writing and cover letter preparation, online presence, and employment interviewing; refer students to available job and internship opportunities; follow up with students and employers to ensure placements are satisfactory and successful. **E**

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3. Promote and administer use of online employment and networking platforms; assist students with setting up and uploading career documents including resumes, online profiles, and related networking materials; assist students with completing online applications. **E**
4. Establish and maintain strategic relationships with faculty, job placement/training agencies, internship sites, and businesses to promote program for participant placement/employment; work with local employers to develop and create potential internship and career opportunities for students in a variety industries. **E**
5. Create, implement, and present up-to-date information on transfer preparedness; develop resources designed to support student success in transfer; coordinate promotional activities, outreach functions, communications, and information to assist identified students in establishing, pursuing, and meeting transfer goals and objectives. **E**
6. Coordinate and conduct employment preparation and career information workshops; create, develop, and revise workshop materials, handouts, and packets. **E**
7. Train, and assign peer career mentors, career and transfer ambassadors, or student workers to participate in personal development courses, train peer mentors on student support programs and presentation skills. **E**
8. Communicate with faculty to gather specific information on Career Education programs and to solicit cooperation and assistance in making employment for students and graduates successful. **E**
9. Develop yearly calendar of events, workshops, and other schedules related to program activities and services; review, update, and collaborate on timelines; ensure the timely completion of work in accordance with established policies, procedures, and standards. **E**
10. Manage assessment of and reporting co-curricular work-based learning activities and provide Career and Transfer Readiness to students. **E**
11. Prepare statistical reports, data, and student success outcome data regarding Career and Transfer Connections program offerings and usage to support Career and Transfer Connections Director in preparation for program review. **E**
12. Market upcoming programs, services, and events through various communication channels and social media; create newsletters, flyers, and other promotional materials to keep students and instructors informed of activities and guidelines; maintain student engagement with Career and Transfer Connections by following up with students accessing services. **E**
13. Arrange site visits with employers to provide visibility to increase internships and career opportunities for students; serve as campus coordinator for assigned employers, including coordinating presentations, maintaining student participation records, and coordinating internship or job placement programs. **E**
14. Design, plan, coordinate, and implement related events including tours, outreach, and related activities; determine needs and create work orders for events including room layout, computer and audiovisual equipment, food services, and related items needed for events. **E**
15. Train and provide work guidance to assigned student workers and other staff as assigned. **E**
16. Support, monitor, maintain, and participate in the administration of assigned budget; make recommendations regarding allocation of resources and expenditure of funds. **E**
17. Attend professional group meetings and workshops; stay abreast of new trends and maintain a

working knowledge of information related to area of assignment. **E**

18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, and service delivery needs related to the development and implementation of career and transfer services and related programs.
- Principles and practices of workforce planning and job development.
- Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and analysis.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which it is assigned.
- Work organization and office management principles and practices.
- Principles, practices, and procedures of business letter writing.
- Public speaking techniques.
- Principles and practices of job coaching.
- Basic principles and practices of budget preparation and administration.
- Record keeping and filing system methods, principles, and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, publishers, wholesalers, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, implement, and coordinate assigned program services, projects, and activities.
- Coordinate and conduct workshops, seminars, special events, class presentations, orientations, and tours.
- Provide sound advice and coaching to students related to internship, career, and transfer services.
- Understand the organization and operation of the District, the Career and Transfer Program, and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, apply, explain, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning the Career and Transfer Program, functions, and resources.
- Screen, interview, and assess student needs from diverse ethnic and socio-economic backgrounds.
- Participate in the preparation and administration of assigned budgets.
- Exercise skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Research, compile, analyze, and interpret data and information.
- Implement and maintain filing and recordkeeping systems.
- Prepare calendar of events and workshops related to area of assignment.

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- Work with and exhibit sensitivity to and understanding of the diverse racial ethnic, disabled, sexual orientation and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: A bachelor's degree from an accredited college or university with major coursework in sociology, social services, human resources, business administration, or a related field, **AND** three (3) years increasingly responsible experience in career outreach and placement, job development, or related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing a computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Gallagher (formerly Koff & Associates)*