

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WORK EXPERIENCE EDUCATION COORDINATOR

RANGE: 28

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions 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 the direction of an assigned supervisor, the Work Experience Education Coordinator oversees and coordinates all aspects of the Work Experience Education program; plans, organizes, and reviews program services, activities, and operations to support student career development; provides administrative and technical support, ensures program compliance, and facilitates communication between students, faculty, and employers. Additional responsibilities include delivering specialized information and training, assisting students and staff, and managing clerical and programmatic support tasks to enhance program effectiveness.

DISTINGUISHING CHARACTERISTICS

The Work Experience Education Coordinator is an advanced classification responsible for coordinating program activities and directly supporting students, faculty, staff, and external organizations. This position requires extensive knowledge of job and internship placement, work experience education, and career readiness. The incumbent independently manages complex administrative and programmatic duties within Career and Transfer Connections, ensuring seamless program operations.

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. Oversee and coordinate Work Experience Education program activities, ensuring compliance with policies, procedures, and deadlines. **E**

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2. Assist in planning, designing, and implementing program elements to enhance student support and career readiness. **E**
3. Research, develop, and maintain policies, handbooks, forms, and contracts to support program operations. **E**
4. Identify and resolve operational issues, provide technical assistance, and ensure smooth program functionality. **E**
5. Build relationships with faculty, employers, and industry partners to create job and internship opportunities for students. **E**
6. Organize and conduct orientations, workshops, career panels, job fairs, and employer engagement events. **E**
7. Assist students with registration, internship placement, resume development, interview preparation, and program requirements. **E**
8. Maintain program databases, collect and analyze data, and prepare reports for program evaluation and compliance. **E**
9. Conduct employer outreach, promote the program, and communicate requirements to students, faculty, and community partners. **E**
10. Guide faculty on program policies, assist with course administration, and process payroll-related documentation. **E**
11. Monitor student learning outcomes, track employer agreements, and ensure program effectiveness through documentation and reporting. **E**
12. Work with other campus departments, grant-funded programs, and external agencies to align services and resources. **E**
13. Utilize software tools to maintain records, generate reports, and facilitate communication within the program. **E**
14. Train and oversee student workers and clerical staff to ensure efficient program support and service delivery. **E**
15. Perform job-related duties and responsibilities as required.

E = Essential Duties

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational functions, services, and activities of assigned duties.
- Office procedures, methods, and equipment, including computers and software applications.
- Pertinent federal, state, and local laws and regulations related to Work Experience Education.
- Technical aspects of career and occupational resources, industry trends, and employment opportunities.
- Business and public administration principles, including budget preparation, fiscal and administrative record-keeping, and business correspondence.
- Information and research resources related to career services and student support.
- Work organization and office support best practices.
- District organization, policies, objectives, and effective oral and written communication skills.
- Referral agencies, services, and departments on and off campus relevant to student support.
- Screening, interviewing techniques, and test administration/scoring procedures.
- Basic troubleshooting techniques for hardware and software issues.

Ability to:

- Develop, implement, and coordinate Work Experience Education program initiatives.
- Manage program functions and services in compliance with policies and regulations.
- Perform duties independently with sound judgment.
- Interpret and apply relevant laws, regulations, policies, and procedures.
- Utilize problem-solving techniques and program management tools to address challenges.
- Assist in budget preparation, administration, and financial record-keeping.
- Plan, organize, and facilitate workshops and events.
- Provide guidance, presentations, training, and information to others.
- Research, compile, analyze, and interpret data for reports and program evaluation.
- Prepare correspondence, reports, and business documents.
- Maintain organized filing systems and program records efficiently.
- Train and provide guidance to staff and student workers while managing priorities.
- Operate office equipment, hardware and software and adapt to new systems.
- Work effectively under pressure with frequent interruptions.
- Demonstrate cultural awareness and sensitivity when working with diverse populations.
- Communicate clearly and establish strong working relationships.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university with major coursework in sociology, social work, psychology, business, or related field **AND** three (3) years of experience in a high education setting in a student service-related area such as admissions, outreach, or job placement.

OR

Two (2) years of college level course work in sociology, social work, psychology, business or related field **AND** five (5) years of experience in a higher education setting in a student service-related area such as admissions, outreach, or job placement.

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 accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

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 overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual

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equipment; and hearing and speaking 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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Southwestern Community College District