

Classification Description

Job Title: Career Coordinator

Pay Grade: 110

Job Code: 4083

FLSA Status: Exempt

Job Purpose

The Career Coordinator provides career development skills and knowledge that will prepare students to successfully enter the workforce. Within the Division of Workforce Education in Academic Affairs, this position will lead Career Development programming, events, and activities at their assigned FSW service location(s). The Career Coordinator is responsible for improving students' employability skills such as resume writing, interviewing, job search strategies, and dress etiquette. Additionally, the Career Coordinator builds relationships with local employers and organizes career showcases and recruitment events.

This position is partially funded through the Carl D. Perkins Career and Technical Education (Perkins IV) Act.

General Responsibilities

Essential Functions

Responsible for the daily operations of the Career Connection Center at respective FSW service location(s).

Leads career planning programs for students including administering career assessments, providing career resource and research materials, and direct career counseling and advising.

Assists students in developing career plans based on appraisals of aptitudes, interests and personality characteristics; utilization of career resources, and counseling; administers and interprets assessment tools.

Prepares and delivers presentations and workshops to assist student employability skills in the areas of resume building, interview process, job expectation and professionalism.

Provides individual support to students related to resume writing, job search skills, mock interview, and job and internship placement.

Works across departments and divisions to plan, coordinate and evaluate Career Connection events and activities.

Builds relationships with local employers and organizes career showcases and recruitment events.

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Provides and maintains an effective placement support program for students and alumni through preparation workshops, placement assistance, recruitment events, online tools, and networking opportunities.

Supports College credit internship program: develops selective sites; reviews student-selected job sites for appropriateness; advises students regarding internship policies; assists with monitoring internship courses to ensure standards are met by students, faculty and on-site supervisors; provides assistance and oversight to internship courses.

Tracks usage and satisfaction of Career Connection Center at assigned FSW service locations.

Supports College-wide tracking of employment and placement of students and graduates.

Leads professional development opportunities focused on career planning and employment pathways.

Hires, trains, supervises and evaluates student workers at assigned FSW service locations.

Represents Workforce Education at various community events.

Assists with department communication functions, including the timely posting of all Career events through College-wide communications system and calendars to ensure comprehensive and effective event promotion.

Serves on designated committees as assigned.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time professional work experience.

Appropriate combination of experience and education and experience may be substituted.

Ability to travel independently within the College's five-county service district.

Strong collaboration skills and ability to work closely with all a variety of stakeholders.

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Demonstrated ability to:

- Think critically and creatively, have a high standard of ethical behavior and integrity, and be motivated to incorporate best practices into the organizational culture.
- Excellent customer service skills.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts.
- Maintain confidentiality of student information pursuant to FERPA laws and other policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze, proof read and perform critical thinking skills.

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Approved: July 20, 2023. Revised: July 18, 2024.