



Job Description

Job Title:	Coordinator Senior Career Services	Grade:	L
Department:	Career Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of administrative tasks related to career counseling and assisting students in job search issues.

Characteristic Duties and Responsibilities:

1. Counsels students regarding the career development process, including administering and interpreting career assessment instruments such as the Meyers Briggs Inventory, Strong Interest Inventory and the Self-Directed Search.
2. Designs and implements outreach programs to promote and encourage use of career services by students, faculty, and staff.
3. Advises students individually and in class presentations regarding resumé writing, interviewing and job search skills.
4. Develops promotional materials and strategies for the career counseling program.
5. Assists students in finding career information on the web.
6. Updates assigned web pages.
7. Serves as a liaison to academic departments.
8. Assists employers and assists with career fairs.
9. May provide tutoring or counseling support to students as needed.
10. Assists in the planning, organizing and coordinating of activities for Career Services.
11. Assists in selection, supervision and training of employees.
12. Monitors and evaluates performance and makes recommendations regarding disciplinary actions.
13. Oversees daily operations of the area to ensure smooth flow of services.
14. Assists in the development and implementation of goals and projects; monitors and reports progress and completion.
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17. Other Duties as assigned.



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Reporting Relationships:

Direction Received: Reports to Director of Transfer & Career Services

Direction Given: Responsible for monitoring, directing and supervising the work of non-faculty staff and/or other employees

Minimum Requirements:

Master's Degree from a regionally accredited institution in Counseling, Student Development or a related field and 2 years' experience in counseling

Preferred Qualifications:

Experience in career counseling in a college setting

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of career software and assessment instruments such as CHOICES, the MBTI and the Strong Interest Inventory
- Strong Microsoft Office skills,
- Strong knowledge of career development and job search processes
- Excellent presentation skills
- Flexibility and the ability to manage multiple tasks
- Marketing skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with a diverse student population
- Experience in workshop and program development

Working Conditions:

Typical office environment