



Job Description

Job Title:	Coordinator Veterans Careers	Grade:	K
Department:	Veteran Resource Center	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:

This position will act as a liaison between veterans and the academic programs of the college for the purpose of creating successful placement of veterans into learning tracks. The position will also manage relations with area employers seeking to hire veterans, provide career training opportunities, and disburse scholarships. This position will represent the department and CPCC community outreach events for veteran career development, and on community committees addressing veteran career development. This position will work closely with CPCC's Foundation to manage private funding and scholarships put toward veteran career development.

Characteristic Duties and Responsibilities:

1. Manages relations with learning and training programs at the college; serves as content expert when directing veterans to specific educational tracks.
2. Manages veterans scholarships for career development and responsible for data and tracking tied to such funds. Facilitates scholarship application process (specific to grant), application review and scholarship granting.
3. Manages relations with community employers soliciting veterans for training and employment opportunities. Responsible for communications, outreaches, representing departments at round tables, committees, and community career events.
4. Field career questions from veterans refer to veterans career coach when appropriate, tables, committees, and community career events.
5. Collect career resources and materials for the department; make available to staff and clients. Stay abreast of veteran-specific career initiatives both locally and nationally and rely on such for direction in furthering department's career services.
6. Other duties as assigned



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Reporting Relationships:

Direction Received: Reports to the Director of Veterans Resource Center

Direction Given: No authority or responsibility for the supervision of other employees

Minimum Requirements:

Master's Degree from a regionally accredited institution in Business, Nonprofit Admin, Organizational Science, Career Counseling or related; 6 months of job related experience preferably in management, program coordination, grant directing, community relations, career counseling and career coaching

Knowledge, Skills, Abilities and Worker Characteristics:

Strong Microsoft Office Skills

Strong knowledge of career development and job search processes

Excellent presentation skills

Flexibility and the ability to handle 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



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Working Conditions:

Typical office environment