



---

<b>Job Title:</b>	Transitions Coordinator	<b>Grade:</b>	K
<b>Department:</b>	College and Career Readiness	<b>FLSA:</b>	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:**

The Transitions Coordinator will provide support and guidance to help College and Career Readiness students' transition to post-secondary and/or employment opportunities and develop job placement plans for graduates of transition classes. The coordinator will also serve as a liaison with other CPCC departments, community agencies and employers.

**Characteristics Duties and Responsibilities:**

1. Establishes and maintains activities to develop, locate, network and secure work-based learning sites for transitions students in desirable fields offering a variety of transferrable skills.
2. Acts as a liaison between CCR and employers, other CPCC departments, and community organizations regarding the benefits and responsibilities of participating in the Transitions Charlotte grant.
3. Collects information from employers related to job openings including job requirements and skills; matches job skills with transitions student qualification and refers qualified students to employers and conducts necessary follow-up when applicants are placed in jobs.
4. Maintains demographic and job development information through software applications to assist in making effective job matches and completing required reports.
5. Works with marketing staff and prepare informational materials and literature for distribution to potential transition students.
6. Assists students in assessing their job/educational skills and develop job development goals; coaches students in job seeking, application procedures, resume writing, interview preparation and job retention skills; assists student in preparing job search portfolios; provides job search/career information workshops and presentations.
7. Gives presentations on Transition Charlotte and answer questions from other community colleges about current innovations and successes.
8. Coordinates employer involvement with the CPCC Office of Work-based Learning.
9. Other duties as assigned



---

<b>Job Title:</b>	Transitions Coordinator	<b>Grade:</b>	K
<b>Department:</b>	College and Career Readiness	<b>FLSA:</b>	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.*

**Reporting Relationships:**

<b>Direction Received:</b>	Reports to Director of Instructional Transition
<b>Direction Given:</b>	Direct supervision of assigned staff

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and two years of related experience

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of principles of the employment process and job placement  
Knowledge of job market and occupational trends  
Knowledge of principals and methods of marketing, electronic marketing and program promotion  
Knowledge of workforce demographics and analysis, career trends  
Mediation skills and Interviewing skills  
Strong communication and networking skills  
Ability to work with individuals from diverse backgrounds and maintain employer relationships

**Working Conditions:**

Typical Office Environment