

CAREER GUIDANCE COORDINATOR

CLASS SUMMARY

Under direction – plan, direct, implement, coordinate and evaluate career programs and services; develop programs to meet student needs; design presentations, case manage participants in step process of career assessment, assumes and performs related duties as required.

REPRESENTATIVE DUTIES

Plan, direct, implement, and evaluate center programs and services such as Career Center orientation, Career Development for Undecided majors, Career Fairs, KinderCaminata. Design presentation for new students to familiarize them on campus resources available to choose a career and major; maintain Career Center web site; develop and maintain electronic database of resources available; purchase publication resources. Maintain tracking system of students served; case manage participants in program, four step process of career assessment, interpret results, career exploration and referral to a counselor for an education plan. Marketing and recruitment of programs through media, class schedules and student handbooks; design, direct production and distribution of brochures, posters and fliers; provide presentations and serve on committees to community groups and businesses. Conducts tours of the Center; assists students in research of careers, colleges, Armed Services and other training programs; assists students and others with job applications, resumes and interview preparation; describes vocational and related tests to students; informs staff of new materials in Center; attends conferences and workshops.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager assigned responsibility for the colleges career development program. It directs the work of student aides and part-time Classified staff.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to an Bachelor's degree with course work in counseling, human services or social sciences, and two years of experience in a position that involves principles and techniques of para-professional counseling related to student career choice.

Knowledge and Abilities

CAREER GUIDANCE COORDINATOR (continued)

Knowledge of: economic indicators and their impact on the labor market; career resources, standard industrial classification, occupational information; basic self appraisal (vocational) tools and techniques; a wide variety of vocational career opportunities and criteria for choosing those careers; computer applications.

Ability to: speak at orientations and presentations for students, community groups and businesses; research necessary material and resources on own initiative; prioritize and budget time, space and monetary resources; identify persons who should be referred for help beyond that which can be offered by the Center itself; evaluate and critique usefulness of a wide variety of guidance material; work with individuals from various socio-economic backgrounds.