

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CAREER CENTER COORDINATOR

Salary Range 20

BASIC FUNCTION:

Under the direction of the Dean of Counseling and Matriculation, plan, organize and coordinate the operation and administration of the Career Center program; perform a variety of career assessment, planning and exploration services for students; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES: *E = Essential duties of the position*

- Plan, organize, coordinate, and oversee the daily operation of the Career Center activities and event, provide work direction guidance for assigned personnel and student workers responsible for providing career services to students. *(E)*
- Assist students in the use of career resources to research career and educational opportunities available through higher education and other training programs. *(E)*
- Instruct others in the use of Web-based career resources and print materials available through the Career Center. *(E)*
- Oversee compilation and maintenance of statistical data and records related to Career Center usage and workload. *(E)*
- Maintain and coordinate schedules and calendar of events hosted or conducted by the Career Center; conduct tours of the Career Center. *(E)*
- Plan, organize, and coordinate career days and other career related events to promote student awareness and exploration of occupational opportunities. *(E)*
- Assist students in selecting and completing career inventories for career exploration and decision-making; assist counselors and instructors with career related information and activities. *(E)*
- Make recommendations to the Dean of Counseling and Matriculation for improving and expanding career development services to students related to career assessment, planning, and exploration. *(E)*
- Maintain a current library of hard copy and internet resources on career opportunities, trends, training, and higher education. *(E)*
- Prepare and deliver presentations to describe and publicize Career Center programs, events, activities, and services; prepare and disseminate Web-based and print media flyers, newsletters, correspondence, and other materials describing Career Center programs, event, activities, and services. *(E)*
- Assist in selecting Career Center student assistants.
- Perform other duties as assigned by the Dean of Counseling and Matriculation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with coursework in career development, education, counseling, social science or related field.

Three years of increasingly responsible experience in an educational setting.

KNOWLEDGE OF:

Career Development theory, practices and assessment instruments; career and occupational resources and trends.

Web-based career assessment, planning and exploration resources.

Office and scheduling computer software and career information database systems.

Principles of training and providing work direction.

ABILITY TO:

Develop and provide career information and materials for students, faculty and staff.

Compose correspondence independently; communicate effectively using all methods of communication.

Establish effective work relationships with coworkers and other student service departments and academic areas.

Compile and verify data and prepare statistical reports.

Deal tactfully and courteously with students and the public.
Advertise and promote career services and program activities and events.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction to hourly and student workers.

CONTACTS:

Co-workers, other departmental staff, academic division, students, general public and other outside agencies.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Office setting with constant student traffic and frequent interruptions.