

CAREER DEVELOPMENT SERVICES COORDINATOR

DEFINITION

To assist in planning, organizing, and directing the programs in the Career Development Office; and to coordinate and supervise budgeting, program review and evaluation, state and federal reporting, and grant procurement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an educational manager.

Exercises technical or functional supervision over student assistants and assigned personnel for programs under Career Development.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in planning, organizing, and directing the Work Experience Education Program; supervise and assist in evaluating instructors/supervisors and classified staff directly related to work experience education, field studies, and federal and/or state projects.

Promote work experience education; present co-op orientations; participate in registration process; attend conferences and workshops; network with other campus departments; maintain liaison with business, industry, and government agencies for prospective field work sites.

Monitor, administer and delegate various federal and state funded projects related to cooperative education and career development; monitor budget and supervise personnel; develop federal and state proposals, grants, and contracts; write year-end performance reports.

Develop guidelines, handbooks and course outlines.

Contract with public and private agencies to provide education/ instruction to these organizations.

Plan and organize the volunteer program; deliver presentations; enroll students working as volunteers in the co-op education program.

Assist the manager in planning, developing, researching and implementing Career Development Services Programs and services as well as vocational education and community service programs.

Assist in developing, administering and monitoring the budget.

Prepare and administer grants.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATION

Knowledge of:

Philosophy and objectives of an educational institution.
Curriculum and program planning.
Available resources for referral of students with special problems.
Human relations and behavior.
Principles and practices of budgeting and supervision.
Current and future labor market conditions.
Education Code and Chancellor's Office regulations.

Skill to:

Plan, organize, and direct the programs in the Career Development Office.
Exercise sound judgment in reviewing applications for the various programs, in the gathering of pertinent information, and in developing evaluations of results found.
Provide information and assistance to students regarding the various career development programs.
Communicate effectively and tactfully in both oral and written form.
Train and supervise personnel.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in working with young adults and adults in situations requiring supervisory techniques and in facilitating learning experiences.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college or university in human services or a related field.