

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Months	Title	CAREER AND TRANSFER SERVICES COORDINATOR
Revised: 4/20/2015	Department	Student Affairs
Level: Professional	IPEDS	PROFESSIONAL
FLSA: Exempt	Reports to	Student Success Center Coordinator

POSITION SUMMARY

Provides activities, services, and programs to assist students in career planning and retention, development of job search/interviewing skills, job placement, transfer services, and employment tracking. Manages all aspects of the Career Services Office including daily operations, establishment of procedures, departmental budget administration, coordination of Work-Study and other student job placements. Provides community relations to assist with employer recruiting efforts.

MAJOR FUNCTIONS

1. Educate and assist students and alumni in securing employment by developing, maintaining, and distributing adequate and current job listings, career and job search information, and offering career counseling.
2. Promote the Career Services Office as a resource by conducting research, compiling data, preparing PERKINS reports (including 180-day follow-up), job search strategies, career assessment and counseling, current job listings, resume writing and distributing this information throughout the campus and community.
3. Work with students on career assessments and counseling to assist with success in their selected program of study, who are changing their major, are undecided about a career track, or need information about a career track.
4. Promote Career Services by planning and conducting on-campus PR (public relations) activities which include presenting to classes, providing information to school newspaper, posting information on bulletin boards, communicating with students via e-mail, etc. to assure each student has an opportunity to obtain pre-employment services.
5. Coordinate job fairs, graduation and transfer fairs, and various networking events.
6. Provide employer services by developing and maintaining relationships and developing internship and placement opportunities for students.
7. Act as point of contact for college and university transfer recruiters
8. Serves as liaison with departments, programs, faculty and student organizations by developing outreach programs to facilitate career development of students and placement of graduates.
9. Administers career services management and career assessment software and conducts evaluation and follow-up of the information submitted.
10. Coordinate job-postings and placement of Federal Work-study program and student worker positions through Collegenet.com software.
11. Facilitates effective and efficient operation by evaluating needs and developing appropriate policies and procedures, while promoting a strong service-oriented image to students, employers, administration, faculty and staff.
12. Manages funds by developing, planning and controlling annual department budget.

13. Complete other duties as assigned by the SSC Coordinator or Vice President of Student Affairs that are relevant to the Career Services office.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required; Master's preferred. Industrial personnel, psychology, education, human resources, social work or counseling experience beneficial.
2. Knowledge of career information, employment trends and career assessment tools.
3. Experience using the Strong Interest Inventory and Myers Briggs Type Indicator or other career and personality assessments beneficial.
4. Demonstrated experience working with college students. Demonstrated ability to establish, maintain and enhance effective and productive working relationships with external and internal stakeholders including students, employers, alumni, faculty and administrators.
5. Excellent communication and interpersonal skills.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Information Technology Abilities required:
 - Ability to operate personal computer using the Windows environment.
 - Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
 - Ability to use E-mail and associated calendaring/scheduling applications.
 - Ability to perform basic word processing using MS Word.
 - Ability to perform basic spreadsheet functions using MS Excel.
 - Ability to use other computer programs as needed
 - Ability to administer career services software programs

POSITIONS SUPERVISED

Supervise departmental Work-Study students.

WORKING CONDITIONS

1. Generally indoors in a normal office environment with some off-campus travel within the community and overnight travel approximately two or three times per year.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision and working at a computer screen much of the day.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.