

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Career Center Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for the planning, coordinating and organizing a variety of Career Center services and activities to assist students and facilitate their educational goals; coordinates use of Career Center facilities with faculty, staff and students.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates and organizes the day-to-day activities of the Career Center to ensure efficiency of operations; recommends and assists in the implementation of the goals and objectives of the Career Center; implements policies and procedures.
2.	Provides technical information and expertise to students, instructors and staff regarding Career Center activities and services; collaborates with students, faculty and staff to understand students' academic needs, career goals and progress.
3.	Develops and coordinates informational workshops regarding programs and services; develops materials for distribution to promote activities and services; participates in outreach activities to promote educational opportunities and services available.
4.	Researches labor market statistics, career trends and career search methods and skill requirements; develops and prepares materials for faculty and student use.
5.	Coordinates use of Career Center facilities with faculty, staff and students; maintains the Career Center in a safe, clean and orderly condition.
6.	Performs administrative duties related to the maintenance and efficiency of the Career Center; types various forms, letters and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; develops budget as assigned and monitors expenditures.
8.	Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the Career Center; prepares and maintains a variety of records related to students and program activities.
9.	Schedules and conducts meetings with faculty and staff for program evaluation and improvement.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Career Center Coordinator maintains frequent contact with various departments, faculty, staff, and students.

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**EDUCATION AND EXPERIENCE**

Two (2) years of college level course work and training or work experience directly related to the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory  
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory  
Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory  
Knowledge of instructional methods and techniques  
Knowledge of modern office practices and procedures  
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary  
Knowledge of basic bookkeeping procedures  
Knowledge of record keeping techniques  
Knowledge and ability to operate personal computers, typewriters, copiers and other standard office equipment  
Ability to present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned  
Ability to assist students in understanding and applying basic principles of the subject area to which assigned  
Ability to make arithmetic calculations quickly and accurately  
Ability to work independently with little direction  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

Office and/or instructional classroom and/or laboratory environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.