



Job Classification Description

**COORDINATOR OF CAREER SERVICES/JSC  
VSC UP PAT BARGAINING UNIT**

**GRADE 12  
EXEMPT**

**BASIC FUNCTION**

Coordinate all aspects of the career development and planning process.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

**Career Development**

- Oversee all career services provided by the Advising and Career Services Office.
- Facilitate career development workshops and individual career guidance on topics such as self-assessment, career planning, resume writing, interviewing, locating job, internship, or other experiential education opportunities.
- Administer and evaluate an annual graduate placement survey, provide a comprehensive report to the JSC community, and detailed data as needed.
- Collaborate with VSC counterparts to develop and provide system-wide resources.

**Job Search**

- Develop and maintain a diverse range of career resources to serve campus-based and distance/commuter students.
- Develop and maintain a student library and online resources related to career and experiential learning opportunities, employment trends, and graduate school.
- Develop and update office materials such as four-year plans and resume and cover letter guides.
- Coordinate on-campus recruiting events.
- Coordinate career development events including job fairs.
- Coordinate and maintain web based resources including an online database of jobs, internships and volunteer opportunities.

**Advising**

- Serve as academic advisor for undeclared students. Assist in degree planning and in developing awareness of their values, interests and skills. Aid in identifying career goals, connecting these to degree options and learning experiences beyond the classroom.
- Assist in the planning and execution of New Student Registrations.
- Coordinate the Accuplacer placement testing services.

**SUPERVISION RECEIVED**

Direct supervision is received from the Director of Advising & Career Services.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree required, Master's degree in appropriate discipline preferred, plus three to five years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong technical knowledge and skills related to career development and an understanding of both liberal arts and vocational/professional education as it relates to career development.
- Good planning, organizational and administrative skills.
- Ability to work collaboratively and in an interdisciplinary capacity.
- Strong and effective interpersonal and written communication skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**