

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAREER SERVICES SPECIALIST

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, develop employment opportunities for students and provide career and professional development services to students.

REPRESENTATIVE DUTIES:

Establish and maintain liaison with employers and community agencies to develop employment opportunities for students and promote career services offered by the college. *E*

Provide career and professional development services such as resume and cover letter review, mock interviews, and educating students on how to network and search for jobs; develop and conduct workshops and presentations pertaining to career and professional development. *E*

Provide technical and administrative support to the internship program, including reviewing applications and determining eligibility based upon specified eligibility requirements, organizing and conducting orientations, processing internship course enrollment, tracking and monitoring student intern time sheets, reviewing internship evaluations, liaising with student interns, faculty advisors, and employers; and developing, disseminating, collecting, and maintaining program documents. *E*

Administer the online career management system (CMS), including reviewing and approving job postings and creating, updating, and disseminating announcements. *E*

Provide information and respond to inquiries from students, employees, employers, and the public regarding career services and activities provided by the college. *E*

Collect, compile, organize, and maintain data pertaining to career services and prepare reports. *E*

Assist in the planning, coordination, and implementation of career services-related events and outreach activities. *E*

Develop, prepare, and disseminate promotional materials regarding the college's career services, events, and programs; monitor and update information pertaining to career services on the college website. *E*

Perform a variety of clerical duties including answering telephones, composing correspondence, forms, and memos, and establishing and maintaining records and files. *E*

Attend and participate in job fairs, workshops, conferences, meetings, and committees as assigned. *E*

Provide work direction and guidance to student workers as assigned. *E*

Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities. *E*

Demonstrate cultural humility, sensitivity, and equity-mindedness in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in assignment-related outcomes. *E*

Perform other duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mission, objectives, and goals of the college's career services and programs.

Methods, techniques, and best practices of career and professional development, including interviewing, resume writing, and job search techniques.

Applicable laws, rules, regulations, policies, and procedures pertaining to career services.

Marketing and outreach strategies.

Customer service and public relations methods and techniques.

Principles and procedures of record keeping and filing.

Methods and techniques of proper phone etiquette.

District organization, operations, policies and objectives.

Principles of organization, collection, and storage of data.

Principles and practices of business communication and report preparation.

Office procedures, methods, and equipment, including computers.

Office productivity computer applications, including word processing, spreadsheet, email, and database applications.

Fundamentals of English grammar, spelling, and composition.

ABILITY TO:

Develop and provide career and professional development services to students.

Interpret, apply, and explain rules, regulations, policies, and procedures pertaining to career services.

Plan and organize events and activities related to career services.

Prepare reports by gathering and organizing data from a variety of sources.

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications.

Learn and apply new information and skills.

Type, keyboard, and/or enter data at a speed necessary for successful job performance.

Establish and maintain a variety of files and records.

Update and maintain a website.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those encountered in the course of

work.

Plan and organize work to meet changing priorities and deadlines.

Train and provide work directions to others.

Provide information and assistance to students, employees, employers, and the public regarding career services.

Demonstrate empathy, value, and appreciation for the experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Demonstrate sensitivity to and understanding to the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students, and promote and remove barriers to equal opportunity and participation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree from an accredited college or university AND two years of experience performing career and professional development services.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------|-------------------------------|--|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. | |
| <u>1</u> | b. | Ability to stand for extended periods of time. | |
| <u>4</u> | c. | Ability to sit for extended periods of time. | |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. | |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. | |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. | |
| <u>1</u> | g. | Ability to bend and twist. | |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. | |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. | |
| <u>3</u> | j. | Ability to operate office equipment. | |
| <u>1</u> | k. | Ability to reach in all directions. | |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.