

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAREER PATHWAYS AND ORIENTATION COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction an area administrator, organize and perform a variety of advanced and specialized duties to assist students in career development; coordinate and conduct a variety of orientations including transitions and college orientations; coordinate all other related tasks including in-class and after school activities at partner schools and at the college.

REPRESENTATIVE DUTIES:

Organize and perform a variety of advanced specialized duties to coordinate grant-related activities focusing on career exploration and development for 7th and 8th grade students at identified partner schools; coordinate communications between students, faculty, staff and various college personnel.

Provide individualized career guidance to students; arrange, design, and present workshops including but not limited to : career pathways, effective transitions to high school and to college, time management, study skills, college planning, and parent workshops.

Plan, organize and conduct summer career institutes and Saturday and/or after school Career Pathways Academies and workshops.

Coordinate and conduct individualized Career Pathways meetings and group orientations including providing overview of career pathways, resources that are available, referral services other information focusing on a variety of students needs.

Organize all necessary functions for conducting orientations and career development workshops including scheduling, completing facilities requests, contacting students, developing informational fliers and brochures, disseminating information.

Coordinate the preparation and maintenance of a variety of records and reports including students' career pathways plans, portfolios, participation record, workshop schedules, parent activities log, and program data including the logs and statistics of students including age; ethnicity; and GPA; operate a computer and various software systems.

Establish and maintain effective working relationships and communications with school, college, and industry personnel; conduct advisory group meetings.

Review student portfolios and career pathways plans; track and monitor student progress; maintain and organize a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to

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partner schools. Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, policies, and objectives.
Matriculation procedures and steps to attending college.
15 industry/ career sectors.
Grant-funded program and matriculation practices, procedures, and objectives.
Program, budget and other related regulations by the State Chancellor's Office.
Applicable sections of the State Education Code and other applicable laws.
Oral and written communication skills.
Interpersonal skills using sensitivity, tact, patience and courtesy.
Operation of personal computer, software applications and other office equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.

ABILITY TO:

Perform advanced specialized duties to coordinate, communicate and process information.
Motivate students to achieve goals.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Train and provide work direction to student workers.
Prepare and send mass mailings to parents and students.
Prepare and deliver oral presentations.
Work confidentially with discretion.
Serve as college representative to partner schools.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in counseling, psychology, social work, or human services; three years increasingly responsible administrative support experience; and a minimum of two years experience involving substantial public contact in a student services or related setting.

LICENSES AND OTHER REQUIRMENTS:

Valid California driver's license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee

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encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.