

Job Description

Position Title: Career Development & Engagement Coordinator

Job Family: Workforce Development

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Career Development & Engagement Coordinator will be responsible for supporting the Employer Engagement and Career Services department on various work-based learning partnerships and programs, and ensuring students are aware of them through marketing these opportunities in classrooms, presentations, and on campuses. The Career Development & Engagement Coordinator will work closely to support students and departments in awareness of MyCareerLink, Big Interview, and other Career readiness support. The Career Development & Engagement Coordinator is responsible for logistics and planning of EECS related events and must be able to work independently.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides career readiness support to students which may include developing and delivering workshops and training on resumes, interviews, LinkedIn profiles, etc.
2. Conducts classroom presentations and college wide presentations on career readiness topics.
3. Assists with recruitment of apprentices into the registered apprenticeship programs to support the programs of study, and RAPIDS database for apprenticeship programs in coordination with the registered apprenticeship coordinator.
4. Utilizes social media and marketing principles with a detailed oriented approach.
5. Coordinates communications between administration, faculty, staff, and students regarding Employer Engagement and Career Services partnerships, programs, and work-based learning opportunities.
6. Represents Employer Engagement and Career Services department at college events as assigned.
7. Maintains knowledge and ability to successfully navigate and use of MyCareerLink and Big Interview, to include doing demos, marketing to students and faculty, and increasing engagement on these programs.
8. Develops and presents career workshops both in person and virtual to large groups of students and in a one-on-one environment.
9. Reports, tracks, and monitors data on outcomes and documents each phase of the activities and prepares related reports and correspondence.
10. Ensures success working with diverse adult learners utilizing appropriate methodologies and practices.

11. Responds to requests for information in an assigned program area for faculty, staff, students, businesses, agencies, local schools, and the community. Provides support for staff on processes and procedures.
12. Works with Employer Engagement and Career Services team to connect students with work-based learning opportunities and apprenticeships and maintains strong talent pipelines to high-skill/high-tech jobs for employer partners.
13. Work collaboratively with Employer Engagement Team and grant staff to identify and secure job opportunities for program participants.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive, and flexible customer service
6. Skill in project management principles, processes, and techniques
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
 - Master's degree in closely related field of study preferred.
 - Up to One (1) year of related program experience required
 - One (1) to Three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License