

**Career Services Specialist (Part-Time)
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=246314>

Downloaded On: Dec. 4, 2024 4:10am

Posted Oct. 3, 2024, set to expire Jan. 25, 2025

Job Title	Career Services Specialist (Part-Time)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Oct. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description	

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Career Services Specialist (Part-Time)

Position Number: CM-192-2024

Division: Technology & Health

Department: Technology and Health Division Office

FTE: .475

Term (month/year): 12 months/year

Annual Salary Step Range: Step 1 \$34,090 - Step 6 \$43,508 annual

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Initial Screening Date: 10/14/2024

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under general supervision, develops, promotes, implements, and provides career opportunities and internships for students; coaches students in employment skills; coordinates campus job fairs, career information workshops, and recruiting opportunities; acts as a liaison to provide students with resources regarding the assigned program to aid in furthering their education and successfully obtaining employment during and after the completion of their education; provides information to students, faculty, and other District staff; provides assistance for a wide variety of assignments related to the development and implementation of assigned programs, projects, and services including Work Study and Work Experience.

Supervision Received and Exercised:

Receives general supervision from assigned manager. May provide technical and functional direction and training to student workers.

Class Characteristics:

The incumbent in this classification is responsible for performing specialized program implementation and outreach tasks in support of career services for various District programs. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Incumbents at this level perform the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other classifications in that it is a subject matter expert in the area of planning, organizing, and coordinating career service activities and events for the department or programs to which assigned.

Examples of Essential Functions(Illustrative Only):

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1. Meets with students on a one-on-one basis to identify and evaluate career interests, employment readiness, and associated qualifications; coaches students on various employments skills, including resume, cover letter, and other employment document development, job searching, networking, interviewing, and transitioning from the classroom to the workforce; refers students to available positions, follows up with students and employers to ensure placements are satisfactory and successful.
2. Reviews and approves resumes submitted through the Districts online employment database; assists students with setting up and uploading career documents; assists students with completing online job applications.
3. Researches, analyzes, and interprets employment trends, market data, and high growth industries to identify potential career opportunities for students.
4. Coordinates and conducts employment preparation and career information workshops; creates, develops, and revises workshop materials, handouts, and packets.
5. Markets upcoming programs, services, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
6. Communicates with faculty to gather specific information on instructional programs and to solicit cooperation and assistance in making employment for students and graduates successful.
7. Assists employers with posting jobs and other technical issues related to the Districts employment database and website.
8. Arranges site visits with employers to provide visibility of programs and increase internships and career opportunities for students; maintains employer database; serves as campus coordinator for assigned employers, including coordinating presentations, maintaining student participation records, and coordinating internship programs.
9. Obtains proof of eligibility for Federal Work Study, Work Experience, and/or CalWORKs Work Study programs; promotes and solicits Work Study and Work Experience employment opportunities on and off campus; maintains an employment opportunity listing with position information; refers students to appropriate work study and Work Experience placement opportunities; conducts orientation meetings for students; maintains student records; prepares employment verification and other letters if needed to meet program requirements or for requesting agencies.
10. Plans, coordinates, and implements the Districts annual job fairs; recruits employers for fairs and speaker panels.
11. Participates in coordinating and implementing various related events and outreach and recruitment activities.
12. Attends and participates in program-related community activities, advisory boards, and professional conferences and meetings concerned with the development and implementation of assigned programs and/or projects.
13. Compiles information and data for various reports; checks and ensures accuracy of the data.

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14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Coordinates with departments, faculty, and staff to ensure compliance with Title 5 and Work Experience Program guidelines.
16. Ensures program learning objectives, policies, objectives, and timelines are established and met according to Title 5 requirements; reviews student transcripts and recommends program/certificates; ensures student mid-assessment reviews, evaluations, and exit interviews are completed; tracks student course hours; monitors required classes are completed.
17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
21. Prepares and delivers oral presentations related to assigned areas as required.
22. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, practices, and service delivery needs related to the development and implementation of career services and related programs.
3. Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
4. Research and reporting methods, techniques, and procedures.
5. Principles and practices of data collection and report preparation.
6. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
7. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
8. Record keeping principles and procedures.
9. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
10. English usage, spelling, vocabulary, grammar, and punctuation.

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11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Plan, implement, and coordinate assigned program services, projects, and activities.
5. Prepare outreach activities, brochures, reports, and other related program materials.
6. Provide sound advice and coaching to students related to career services.
7. Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.
8. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
9. Respond to and effectively prioritize multiple phone calls and other requests for service.
10. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
11. Establish and maintain a variety of filing, record keeping, and tracking systems.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Operate modern office equipment including computer equipment and specialized software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major

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coursework in a related field; and

2. Three (3) years of increasingly responsible experience related to creation and implementation of job development and placement services or working in Career Technical Education (CTE).

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13122>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services,



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focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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