

Career Guidance Coordinator
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247833>

Downloaded On: Oct. 31, 2024 8:15am

Posted Oct. 29, 2024, set to expire Nov. 22, 2024

Job Title	Career Guidance Coordinator
Department	SCC Counseling and Student Support Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Oct. 29, 2024
Application Deadline	11/22/2024
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Counseling Services
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Job Description	

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Career Guidance Coordinator

Rancho Santiago Community College District

Salary Range: Grade 13: \$67,905.79 - \$86,732.20

Job Type: Full Time

Job Number: CL24-01037

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Location: Orange, CA

Division: SCC Counseling and Student Support Services

Closing: 11/22/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under direction - plan, direct, implement, coordinate and evaluate career programs and services; develop programs to meet student needs; design presentations, case manage participants in step process of career assessment, assumes and performs related duties as required.

REPRESENTATIVE DUTIES

Plan, direct, implement, and evaluate center programs and services such as Career Center orientation, Career Development for Undecided majors, Career Fairs, KinderCaminata. Design presentation for new students to familiarize them on campus resources available to choose a career and major; maintain Career Center web site; develop and maintain electronic database of resources available; purchase publication resources. Maintain tracking system of students served; case manage participants in program, four step process of career assessment, interpret results, career exploration and referral to a counselor for an education plan. Marketing and recruitment of programs through media, class schedules and student handbooks; design, direct production and distribution of brochures, posters and fliers; provide presentations and serve on committees to community groups and businesses. Conducts tours of the Center; assists students in research of careers, colleges, Armed Services and other training programs; assists students and others with job applications, resumes and interview preparation; describes vocational and related tests to students; informs staff of new materials in Center; attends conferences and workshops.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager assigned responsibility for the colleges career development program. It directs the work of student aides and part-time Classified staff.

KNOWLEDGE AND ABILITIES

Knowledge of: economic indicators and their impact on the labor market; career resources, standard industrial classification, occupational information; basic self appraisal (vocational) tools and techniques; a wide variety of vocational career opportunities and criteria for choosing those careers; computer

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applications.

Ability to: speak at orientations and presentations for students, community groups and businesses; research necessary material and resources on own initiative; prioritize and budget time, space and monetary resources; identify persons who should be referred for help beyond that which can be offered by the Center itself; evaluate and critique usefulness of a wide variety of guidance material; work with individuals from various socio-economic backgrounds.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree with course work in counseling, human services or social sciences, and two years of experience in a position that involves principles and techniques of para-professional counseling related to student career choice.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

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SELECTION CRITERIA

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation

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of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4705255/career-guidance-coordinator>

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Contact Information

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

Contact

SCC Counseling and Student Support Services
Rancho Santiago Community College District