Position Title: Cooperative Education and Career Coordinator

Department: Business and Technology  Employment Category: Administrative Staff

Primary Location: District-wide  FLSA Classification: Exempt

Parameters: Full-time; 10 months/year  Pay Grade: AS13

Position Summary: The Cooperative Education and Career Coordinator is responsible for overseeing the Cooperative Education program district-wide, working with employers and students to provide a career related cooperative education experience.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Establishes, fosters and maintains relationships with county employers, businesses and organizations with the goal of identifying cooperative education experiences for students; works with students to match career-related cooperative education experiences with career goals; maintains a database of employers and students interested in cooperative education experiences.

Collaborates with students to develop measurable learning objectives for their cooperative education experience; formulates the number of cooperative education credits for each work term; establishes expectations and reporting between faculty mentor, employer and student; analyzes the employer evaluation of the students work skills and professional development; assigns a grade to the student for the cooperative education experience based on the employer evaluation.

Develops and implements marketing strategies and materials to maximize the impact of the cooperative education program; recruits and trains faculty advisors for the cooperative education program; utilizes technology in the cooperative education process to include the development of online resources available through Moodle or other online repositories.

Participates in ongoing departmental training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, and procedures, and resources and services available to students; stays current with technology, assessment tools and methods to best meet the mission of the cooperative education program.

Supports the college’s early alert program and other related retention initiatives and collaborates with college faculty and staff to facilitate student success, retention, and persistence.

Performs related duties as assigned.

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.
JOB DESCRIPTION

Education and Experience Requirements:
Bachelor’s degree, preferably in counseling or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education
Three years higher education system experience preferably to include two years in assessment, academic advising, recruitment and career interest assessment/advising
Master’s degree in related discipline preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:
Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Ellucian Banner and DegreeWorks
Knowledge of academic and/or career counseling techniques
Knowledge of diagnostic tests used to assess preparation for college study
Knowledge of tools used for student interest and personality type and the ability to interpret results of such tools to assist students in making sound decisions
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Skill evaluating a student’s academic interests and formulating an educational plan designed to achieve their educational goals
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Business and Technology

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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