

CAREER SPECIALIST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, plans and implements comprehensive career development strategies for individual students, graduates, and the public; advises and teaches methods for creating effective job application materials and interview preparation in classroom workshops and individual student appointments; performs a variety of job recruitment and job development functions, determinations of eligibility, career coaching, job development/search/placement methods and techniques; arranges employer visits to campus; ; collaborates with community partners to facilitate Federal Work Study opportunities; collaborates with faculty to facilitate experiential learning for credit through Work Experience Education.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Provides coaching and professional services to students, graduates, and the public, including but not limited to requirements of specific occupations, job market trends, job searching skills and employment retention strategies. *
2. Develop and maintain relationships with local and regional employers by proactively contacting businesses to generate job leads and create opportunities for student work-based learning, including internships, job shadowing, and employment placements. *
3. Contacts potential employers by telephone, email, and site visits to promote the programs of the District and to develop positions related to academic/vocational preparation for full and part-time, paid and non-paid internships, as well as all other on-and-off-campus employment. *
4. Assists students in gaining employment opportunities through various work-study and Work Experience Education programs. *
5. Advises students and assesses marketable skills, investigates alternative courses of action, and assists students in developing appropriate plans. *
6. Communicates with academic instructors and counselors, District personnel, business leaders, social service agencies, community resources, and educational institutions to coordinate activities, exchange information, and refer students for to additional programs and/or services for assistance. *
7. Maintains current knowledge of complex regulations, requirements, and policies related to provisions of services, including Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and Title V. *
8. Receives job openings from employers; performs preliminary screening and refers individuals to job openings; evaluates and records information accordingly. *
9. Plans, develops, and conducts workshops and classroom presentations to provide college and high school students with specialized assistance and information in assigned areas. *

10. Executes, plans, coordinates, and organizes job fairs and/or special events; coordinates with area employers and instructional partners, promotes to both employers and students, completes appropriate campus facilities paperwork, manages logistics on the day of event, and provides information and support to participating employers; represents Career Center at tabling events of various campus outreach events. Conducts surveys for data collection for continuous improvement. *
11. Develops job placement resource materials and publications and requirements for work-based learning activities. *
12. Provides recommendations to improve department operations; participates in research/design teams to acquire supplementary grants and funds. *
13. In collaboration with the Marketing department creates marketing materials such as flyers, posters, and brochures; reviews and updates to ensure marketing and outreach materials are compliant with the District's branding. *
14. Updates, edits, and maintains the Career Center website; ensures site content is accessible, accurate, and current. *
15. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
16. Researches, organizes, and assembles data; generates and prepares standard reports as required by the area of assignment. *
17. Attend and participate in a variety of meetings, conferences, and professional associations.
18. May train and provide work direction and guidance to student workers and short-term, temporary employees.
19. May serve on a variety of District committees as requested.
20. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Associate degree* in social science, business or related field or the equivalent; **AND**
- Two (2) years of experience closely related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Experience working with students, including disabled, re-entry, low income, underrepresented groups, and other non-traditional populations in an education setting.
- A working background in human resources, workforce development or business services/marketing.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Current labor market conditions and trends.
- Career development theories and practices.
- Effective marketing techniques related to the area of assignment.
- Job search strategies and job placement/development techniques.
- Communication tools and technologies.
- Federal, State and District rules, regulations, policies and procedures and the laws pertaining to employment and compensation.
- Computer software programs, applications, and databases related to the scope of the assignment.
- Mobile devices and applications utilized by the District and/or college.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and spelling.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)

Ability to:

- Independently perform the essential responsibilities of the position.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Utilize specialized skills to coach students individually and in groups.
- Develop and maintain active advocacy relationships with students.
- Create and present presentations in small or large group settings.
- Develop Job Fairs and events on and off campus
- Maintain confidentiality.
- Create a variety of forms and documents using graphic and design software such as Adobe Photoshop, Adobe In Design, Microsoft Publisher, and Canva.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Operate a computer to perform position functions.
- Plan, coordinate, implement and evaluate programs and activities for the department.
- Identify key requirements of occupations and skills relative to District programs and understand various cultures, practices, and views of underrepresented groups.
- Carry out assignments without detailed instructions.
- Conduct research, analyze data and prepare reports.
- Work cooperatively with culturally and ethnically diverse populations.
- Plan, organize, and prioritize workload to meet schedules and timelines.

- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Maintain thorough knowledge of how careers and majors relate to student interests, personality and values.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; be able to work with students from diverse backgrounds and varying emotional needs; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning;

perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Extensive student contact, continual interruptions, noise, computer-generated video radiation.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.