

Barstow Community College

Position Description

Position: Career Ready Coordinator	Salary Grade: 21
Department: Career Technical Education (CTE)	FLSA: Non-Exempt

Summary

Under the supervision of an appropriate supervisor, the Career Ready Coordinator is responsible for maintaining an effective job placement program ensuring students possess the necessary skills to secure a job; promotes opportunities for students to engage with employers and other professionals in their field of study; and increases job placement rates including those of under-represented populations to help meet local community and regional workforce needs.

Essential Duties and Responsibilities

- Conducts presentations, lectures, workshops, and interview panels on various career ready skills including launching a job search, application preparation, resume and cover letter writing, job readiness skills, workforce behavior, interview techniques, professionalism, job retention, job market trends, and internships.
- Assists qualified students/alumni in identifying positions in their field of interest; assists in development of resumes, cover letters and applications; advises students on employability skills; works with students to gain relevant skills; helps students explore alternative employment options.
- Interviews students to determine work history and qualifications; screens and refers students to job openings; matches student abilities and experiences with employer requirements and refers qualified students for interviews.
- Collaborates with Students Services Basic Needs Program to provide career clothing for students in preparation for job interviews.
- Assists with the establishment of work-based learning opportunities including internships; and facilitates job shadowing and job placements.
- Maintains currency with industry hiring and training trends; maintain contacts with regional community colleges, network with regional/professional/community organizations involved in job placement/training activities; work collaboratively with regional employer engagement manager.
- Collaborates with other departments to coordinate, participate in, and host/sponsor events (i.e., job fairs, employer panels) where students can meet and interact with employers and other industry professionals.
- Facilitate faculty/industry career panels that show students the pathways from college to career.
- Establishes and maintains effective working relationships with community organizations and employers; communicates with employers to receive job orders, solicit job openings, update job listings, and provide information concerning District placement policies and procedures. Posts

employment opportunities.

- Develops marketing and promotional materials to advertise job placement services and activities on and off campus; makes presentations to various classes to recruit new clients.
- Establishes and maintains close working relationships with agencies including the Department of Rehabilitation, Employment Development Department (EDD), Department of Public Social Services (DPSS), and staffing agencies to assist students in finding employment opportunities and in meeting applicable program guidelines.
- Coordinates, attends, and assists with industry advisory meetings.
- Collects and track job placement data; compiles data and prepares reports and correspondence regarding job development and placement efforts, employability outcomes, assessments, and certifications; report outcomes to Inland Empire/Desert Regional Consortium according to Strong Workforce metrics for job developers.
- Serves on committees as assigned
- Oversee student workers as required.
- Performs other job-related duties as assigned.

Knowledge of:

- Career and occupational opportunities in the community and educational opportunities at the community college.
- Principles, practices and procedures of job placement and qualification appraisal.
- Principles and techniques of interviewing and advisement.
- Employment resources and opportunities in the community.
- Federal and state funded work programs.
- Career and employment trends.
- Employment legislation and other applicable laws.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Basic local labor market trends.
- Operation of a personal computer and data entry techniques.
- Demographics of the community and community educational needs.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Plan, organize and participate in job placement services on a community college campus.
- Conduct interviews and determine job needs and qualifications.
- Conduct fair and impartial personnel practices according to legal requirements.
- Attend and conduct informational meetings and workshops related to student employment.

- Represent the District to business and industry
- Operate a personal computer to enter data, verify and maintain records, and generate reports.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate clearly and effectively both orally and in writing.
- Communicate clearly and effectively.
- Meet schedules and timelines.
- Work confidentially with discretion.

Physical Abilities:

Normal Office Environment:

- The employee is regularly required to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time, and interact with students frequently.
- Requires near visual acuity to read written materials and computer screens.
- Requires sufficient hearing and speech ability for personal and telephone conversations.
- Requires sufficient hand-eye and finger dexterity to write, use a keyboard, mouse, or other pointing devices.
- Requires the ability to reach (from low, level, and overhead) to file, access files, and move supplies and equipment up to 25 pounds.

Education and Experience:

Any combination equivalent to an associate degree in business administration, human resources, social science, or related field and a minimum of two (2) years job-related experience.

Licenses and Certificates:

Requires a valid driver's license.

Working Conditions:

Normal office environment. Work is performed indoors where minimal safety considerations exist. Position requires periodic travel to other college locations and area community organizations and businesses.

CONDITIONS OF EMPLOYMENT

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

A full-time, 12-month, classified position. Indexed to placement on the classified salary schedule at range 21.

Board Approved: October 16, 2024