



**TITLE: Career Services Advisor**

**CLASSIFICATION: Classified**

**SALARY GRADE: O**

**JOB DESCRIPTION:**

Under general direction, advise students, on career planning and employment; coordinate activities and events to support student success in career development; assist with coordination and evaluation of the Career Development Services Program.

**SCOPE:**

The Career Services Advisor performs activities designed to assist students with identifying and achieving career goals. This includes coaching and presentations, seminars and events to provide students with skills and resources for successful employment.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Assesses student needs, evaluates job readiness, collaborates with District and community partners, and advises students on career planning, interviewing strategies, resume writing, networking and job search techniques.
2. Coordinates career-related workshops with District departments.
3. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student needs.
4. Coordinates and leads the annual Career Expo planning committee; coordinates all aspects and monitors budget for the event.
5. Works collaboratively with others to provide assistance with researching and monitoring employment opportunities; establishes relationships with area-wide businesses and industry to identify job opportunities, refer students, and labor market information.
6. Plans and implements presentations and seminars on job searching, resume writing and interviewing skills; coordinates Career Development Services and Seminar Series.
7. Develops and plans marketing and outreach services to promote Career Development Services; prepares promotional materials and maintains web pages; represents the District at functions.
8. Serves as an advocate and liaison for students using District resources and with the business community to facilitate college-to-career success.
9. Advises and coaches students to support success in achieving educational and career goals by assessing and resolving barriers.
10. Maintains current resources and equipment for student use.
11. Serves as a lead worker to other classified staff in the area.
12. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
13. Supervises and trains student and short-term non-continuing (STNC) employees.

TITLE: Career Services Advisor

**ABILITY TO:**

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; give presentations to individuals and groups; communicate effectively in English, both verbally and in writing.

**KNOWLEDGE OF:**

Socioeconomic trends and issues; job placement strategies; economic, and labor market conditions and trends; variety of vocational career opportunities and majors and criteria for choosing those careers; working with students from traditionally underrepresented backgrounds; career development techniques; career assessment tools and tests; accepted employment practices; laws and regulations governing state and federally funded programs including labor laws, budgets and revenue control.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree with relevant coursework (such as Human Resources, Business Administration, Behavioral or Social Sciences).

**EXPERIENCE:**

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) in career development, human resources, or job placement. Experience presenting workshops to individuals and groups. Experience with event planning preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California Driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Position requires frequent travel to other District campuses and area community organizations.  
Ability to lift up to 50 lbs.