

TITLE: Career Services Advisor

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, advises prospective and current students and alumni on career planning and employment. Coordinates activities and facilitates workshops that support student success and career development. Assesses an individual's characteristics, skills, interests, background, training, and education in order to assist with developing career pathways and goals.

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. Advises students and alumni on career planning, interviewing strategies, resume writing, networking, and job search techniques. Collaborates with District and community partners to provide career services, opportunities, and workshops.
2. Plans, designs, and implements presentations and seminars on resume writing, interviewing skills, first impressions, and healthy work habits. Coordinates career development seminar series.
3. Provides assistance with researching and monitoring employment opportunities. Provides support to Job Developer in establishing relationships with local business and industry partners to identify job opportunities and refer students.
4. Assists with developing and planning marketing and outreach services to promote career development services.
5. Advises and coaches students to support success in achieving educational and career goals by assessing individual needs and skills/traits and evaluating job readiness in order to resolve barriers to employment.
6. Serves as an advocate and liaison for students using District resources to connect with the business community to facilitate college-to-career success.
7. Gathers, analyzes, and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student needs.
8. Maintains current career exploration and preparation resources for student use.
9. May supervise and train student employees.
10. May serve as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Socioeconomic trends and issues.
2. Job placement strategies.
3. Economic and labor market conditions and trends.
4. Vocational career opportunities and the criteria for choosing those careers.

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KNOWLEDGE OF – Continued

5. Career assessment tools and tests.
6. Standard employment practices.
7. Relevant local, state, and federal rules and regulations, policies and procedures. including labor laws.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Monitor, track, and compile statistical information.
2. Give presentations to individuals and groups.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in human resources, psychology, or a closely related field of study required.

EXPERIENCE:

3+ years of increasingly responsible experience in career development, human resources, or job placement required.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- Position requires frequent travel to schools, organizations, and community agencies.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).