

College of the Redwoods

Position Description

Position: Career Center Manager	Position Number:
Department: Career Education	FSLA: Exempt
Reports to: Dean, Career Education	Salary Grade: 123

Summary

Under the general direction of the Dean of Career Education, the Career Center Manager oversees the administration of all activities related to student internships, cooperative work experience, career exploration, and the Career Center. Working collaboratively across college departments and with external industry and educational partners, the manager is responsible for fostering a culture of student success by actively developing, assessing, and maintaining initiatives and core services that enrich students' career exploration and job-seeking endeavors.

Essential Duties and Responsibilities

- Provide administrative leadership and supervise Career Center staff.
- Work collaboratively with faculty to facilitate placement of students into internships and cooperative work experience courses.
- Oversee services and activities designed to support students' career-exploration and job-search needs, including career planning and job skills workshops, mock interviews, and interviewing techniques.
- Provide career information and assistance to students, staff and members of the community;
- Develop and oversee programs designed to facilitate the achievement of students' career goals.
- Maintain partnerships with external entities, including K-12 school districts, four-year universities, industry partners and community-based organizations to support career exploration and placement efforts.
- Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolution and operational communications.
- Oversee all functions of the Student Internship and Cooperative Work Experience programs;
- Manage the job posting and job placement efforts of the Career Center; act as the key contact facilitating connections between students and potential employers.
- Maintain an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
- Provide current information related to Career Center activities; prepare, update, and maintain information resources for students and industry partners.

- Develop goals within the District's Educational Master Plan and Annual Plan.
- Maintain accurate records, files, databases, and prepares reports.

Qualifications

Knowledge and Skills

Knowledge of:

- Principles of cooperative work experience and student internship administration;
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds;
- Different learning styles and the implications of these styles when attempting to convey information to students;
- Knowledge of higher education policies that govern career placement, internship, and cooperative work experience programs in California;
- Program management principles and practices, including program planning, development, implementation and evaluation;
- College & Career Access Pathways;
- Computer applications related to the work;
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment;

Abilities

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations;
- Plan, organize and provide programmatic oversight in the assigned areas;
- Represent the College with community groups, local industry representatives, and other educational partners;
- Prepare reports, correspondence and other written materials;
- Organize work, setting priorities and meeting critical deadlines;
- Exercise sound judgment within policy and procedural guidelines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively both orally and in writing;
- Lead discussions and make presentations to large and small groups;
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills;
- Organize, retrieve, manage and present large amounts of informational details about college programs and course work;
- Demonstrate sensitivity to the needs and concerns of a diverse college population;
- Work well under pressure; learn quickly;
- Work ethically with confidential information;
- Utilize a variety of computer software, including college data systems and internet.

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand- arm- eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Bachelor's Degree plus 2 years work experience in a student support environment. Experience working with career placement, student internships, or cooperative work experience preferable.

Licenses and Certificates

Requires a valid driver's license.