

CAREER RESOURCES CENTER PROGRAM DIRECTOR

DEFINITION

Provides leadership and supervision for the non-credit Career Resources Center and its classified job developers and technicians. Coordinates technical support for the areas of career assessment, job placement services and counselor referral.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Associate VP of Instructional Services Continuing Community Ed.

Supervision is provided to the staff of the center.

EXAMPLES OF DUTIES

Provides supervision for the non-credit Career Resources Center and to classified job developers and technicians as well as clerical staff.

Coordinates technical support for the non-credit Career Resources Center including the areas of career assessment, job placement services and counselor referral.

Ensures all materials are updated and available for student use.

Meets with students and refers them to the appropriate assessment technicians or resources.

Refers students appropriately to counselors, job developers or other available college or community resources.

Conducts student workshops in career development, job readiness, and other areas as needed.

Performs additional duties as assigned.

QUALIFICATIONS

Knowledge of:

Ability to:

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree in Education, Human Resources, or a related field.

Three years of progressively responsible experience in the human resources, employment and training fields and/or career advisement.

Desirable:

Previous work experience with non-credit programs, college career centers and/or work with a diverse college-level population.

Special Requirements:

Valid California driver's license.