

CAREER AND ACADEMIC PATHWAYS SPECIALIST

DEFINITION:

Under general supervision, with a focus on working with the Career & Academic Pathways (CAPs) to implement, coordinate and provide services and programs that engage and support students in career exploration and transfer; to assist in monitoring and maintaining the career transfer center budget; to coordinate special events related to career and transfer services; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification providing services to students and others in the areas of career exploration, and articulation, application and other matters related to transfer to baccalaureate institutions, working in coordination with faculty and staff.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides guidance and supports to assist CAPs in embedding career exploration into students' instructional experiences, including faculty outreach for classroom presentations and activities;
- Directs and assists Gavilan College students, high school students and others in career exploration, use of career guidance software and resources for school and career research, and application of assessment and testing results to career and college decisions
- Serves as a point of contact for employers interested in recruiting students and partnering with Gavilan, co-manages Gavilan College's job board and develops and manages relationships with local business associations and other external stakeholders to support opportunities for jobs, internships and other work-based learning experiences;
- Provides leadership in the development and implementation of a viable internship program, including employer engagement; employer site visits to identify appropriateness and relevance to students; coordination with instructional and counseling faculty; student outreach and support; and program administration;
- Identifies and supports efforts to outreach and engage alumni who can assist in career and transfer activities;
- Oversee and update career and transfer webpages and obtains and maintains materials for the career and transfer center library to support students having increased connection to Gavilan resources and better understanding of how to identify and attain their career and transfer goals;
- Coordinates and implements special events including Transfer Day/ College Fair, and Career Day, including arranging presenters/exhibitors, advertising, recruiting attendance, and all logistics;
- Works with counselors, supports and assists students in the processes of transfer, application to baccalaureate institutions, and articulation agreements.
- Works closely with baccalaureate colleges, vocational schools and others to coordinate visits and services for transfer-directed students;

- Refers students to other relevant campus resources including instructional and student service areas; coordinates closely with resource/referral/services on campus and at other colleges;
- Initiates, schedules and coordinates special workshops and assistance from/for faculty and others to assist students in preparing for career and transfer;
- Identifies needs and provides specialized career and transfer support services to targeted student populations;
- Develops and implements marketing programs to inform students of program services, developing materials, placing advertisements, and making presentations;
- Supervises, trains and evaluates student assistants;
- Monitors budget expenditures and makes fund transfers as approved;
- Attends and participates in a variety of expositions, committees, and meetings;
- Maintains records and prepares reports;
- Provides clerical/office support including maintaining supplies, reception, telephones, duplicating mail and related duties.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, practices and resources used in career development to support career readiness including application of assessment results to career exploration.
- Effective ways to engage students, including those with barriers, helping them feel supported and motivated and identifying ways to improve access to services and opportunities.
- Labor market trends and industry needs.
- Methods, policies, and software for inter-college course articulation.
- Business arithmetic and budget tracking.
- Campus, baccalaureate institution, and community resources for students as pertains to career and transfer activities.
- Modern computer use.
- English grammar, spelling, and punctuation.

Skill in:

- Assisting students and others in career exploration and transfer processes.
- Collaboratively working on career and transfer activities with internal teams and colleagues and externally with stakeholders, which can include employers, baccalaureate colleges and other partners.
- Evaluating programs, identifying needs, and planning and implementing (a) complex program area(s) goals, objectives, policies and procedures.
- Creating and managing effective on-line and digital resources.
- Planning and coordinating major events including presenters, exhibitors, scheduling and logistics.
- Planning and delivering effective oral presentations to committees and meetings.
- Preparing and maintaining a variety of reports, records, logs, and forms.
- Collecting, organizing, and analyzing data, information, and resource materials.

Other Requirements:

Must possess a valid California's driver's license and have a satisfactory driving record; must be able to work outside of normal work hours for special events.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with major course work in career development, counseling or a related area, and three years of experience in career planning, program administration, or a closely related area.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Speech and hearing to give and receive instructions, information, and presentations; vision to read text and computer screens; manual dexterity to use standard office equipment. This work is performed primarily in an indoor setting.