

Job Description/Title: CAREER/TRANSFER RESOURCE CENTER COORDINATOR
Approved, Bargaining Unit President: 3/1/2011
Approved, MPC Associate Dean, Human Resources: 3/1/2011
Board Approved: 11/22/2011

MONTEREY PENINSULA COLLEGE

CAREER/TRANSFER RESOURCE CENTER COORDINATOR

JOB SUMMARY

Under general direction, coordinate the activities of the Career/Transfer Resource Center. Provide assistance regarding enrollment, academic and career information to pre-college and college students to enhance educational opportunities, encourage college attendance and/or improve college experience; provide support to counselors and other staff. Provide students with assistance and support to identify career pathways and/or facilitate transfer to four year institutions. Develop, implement and facilitate Career/Transfer Resource Center services; maintain Career/Transfer Resource Center resources. Work with limited supervision within a broad framework of standard policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Advise, direct, refer, evaluate and assist students with transfer and career inquiries by providing information and assessment resources which may include: published and online material, vocational goals, labor market trends and referral to counselors, as needed.

Maintain the Career/Transfer Resource Center's library of resources and assessment materials for campus and community use; organize, update and maintain the library and database of career and transfer resources which are sensitive to the diverse academic, ethnic, socio-economic, disability and gender diversity of students attending a community college campus.

Organize and maintain Career/Transfer Resource Center files and student intake databases; create and prepare forms to facilitate office record-keeping procedures; track Center usage and contacts. Maintains statistical data and prepares reports; maintains email lists. Prepare annual transfer report; respond to requests for data.

Coordinate Career/Transfer Resource Center services with other college programs and community support agencies, and refer students when appropriate; coordinate and publicize the visits of baccalaureate institutions, vocational schools, and armed services representatives to campus.

Provide information and assistance to students and prospective students in the transfer process, including Transfer Admission Agreements (TAA), Transfer Admissions Guarantees (TAG) and college admissions application programs; coordinate information and materials with counselors and participating institutions; maintain student TAA/TAG records.

Assist and participate in the marketing and liaison activities within the Career /Transfer Center; represent the Center on campus & at transfer and community career fairs; coordinate and implement MPC's annual college Transfer Day.

Prepare correspondence related to the operation and marketing of the Center; design and publish career/transfer materials; assist in materials distribution to campus and community.

Create procedures, maintain and update policies for Career/Transfer Resource Center.

Maintain/update MPC Career/Transfer page on MPC website.

Prepare and present career and transfer workshops; develop and deliver classroom career presentations at MPC and local high schools.

Respond to general desk, phone and e-mail inquiries regarding MPC's Career and Transfer Services.

Assist students in the use of computerized career information and standardized career assessments.

Provide vocational resources for members of the community and MPC students.

Train and oversee student workers.

Other Duties

Perform other related duties as assigned.

Attend career /transfer conferences and training sessions.

Serve on college committees as required.

Represent MPC at regional and state meetings.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and/or experience that would indicate possession of the knowledge and abilities listed herein. For example, completion of an Associate's Degree, training in computer software programs, and two years of increasingly responsible office/management experience in student services or related fields. Experience in the process of transfer to a four-year baccalaureate institution is preferred.

Knowledge

Knowledge of: career assessment and information instruments; career issues experienced by diverse populations; basic transfer requirements; admission application issues and articulation requirements and preparation needed for a wide variety of occupational areas; functions and terminology related to Career/Transfer Resource Center activities; career sites and community resources related to career opportunities and training; internet college transfer websites; a variety of word processing, desktop publishing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; standard office practices and procedures.

Abilities

Ability to: communicate effectively in both oral and written form; plan and organize the activities of the Career/Transfer Resource Center; prioritize tasks and do several tasks simultaneously; analyze problems, evaluate alternatives and make creative recommendations; provide information and assistance to faculty, staff and students; navigate the Internet and utilize career computer programs and college/university websites; compose and edit correspondence; accurately and efficiently use a variety of word processing, desktop publishing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Sitting and operating computer keyboard to enter data into a computer terminal for extended periods of time, as necessary. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.. May require some limited travel; some evening or irregular hours.