

COORDINATOR OF TRANSFER, CAREER AND EMPLOYMENT SERVICES

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA CODE: EXEMPT
SALARY CODE: 20
REPORT TO: EXECUTIVE DIRECTOR OF STUDENT LIFE AND CIVILITY
REVIEWED DATE: MAY 28, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Collaborates with regional employers, economic development and workforce training agencies, and community leaders to facilitate employment opportunities for Texas Southmost College students and alumni; assists students and alumni in developing the skills necessary to locate and secure employment; and provides information to students and alumni regarding university transfer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proactively identifies, establishes and maintains effective recruiting relationships with regional agencies and employers, with continuous efforts to increase the number and quality of internship, cooperative education and employment opportunities for students and alumni.
- Coordinates department activities including career fairs, seminars, recruitment/transfer fairs, employer and university presentations, and all other career readiness, employment and transfer related activities and programs.
- Coordinates career readiness seminars for all Health Care and Career and Technical students.
- Works collaboratively with Academic Deans, Program Directors, and the Advising Center to ensure appropriate advising of students and prospective students regarding career planning.
- Conducts workshops and provides individual assistance to students and alumni regarding university transfer and career readiness skills.
- Solicits prospective employers to secure full-time, part-time, internship and cooperative education employment opportunities for students and alumni, refers qualified candidates, selects appropriate applicant pools for recruiters, and schedules campus interviews and presentations.
- Collects and maintains information on labor market trends and statistical information regarding graduate placement and salary offers.
- Maintains copies of current articulation agreements and communicates with universities to facilitate transfer of Texas Southmost College graduates.
- Maintains records in accordance with state, federal, and institutional regulations and provides accurate data for submission of state and federal reports dealing with graduate placement and university transfer.
- Coordinates, develops, and implements career readiness and university transfer procedures in consultation with other student services offices.

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- Develops and implements the various institutional forms used by the Transfer, Career and Employment functional area.
- Assists in the creation and implementation of a strategic plan for the Transfer, Career and Employment functional area at the College, in collaboration with the Director of Student Life.
- Assists in the budget development for the Transfer, Career and Employment functional area, in collaboration with the Director of Student Life.
- Develops the program outcomes for the Transfer, Career and Employment functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Serves on committees as appropriate and as appointed by supervisor.
- Travels regularly to various locations in Cameron and Willacy counties to fulfill position responsibilities.
- Assists with preparation and production of new student convocation and College commencement exercises.
- Maintains awareness of best practices, emerging trends and new legislation relating to the career readiness, transfer and employment functional areas.
- Represents the career readiness and university transfer interests of the College in regional and state meetings and serves as liaison to other colleges and universities within the state and region for work on collaborative grants and projects relating to career readiness and university transfer.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the Transfer, Career and Employment functional area.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Cooperation team player in a diverse working environment.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

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REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the career readiness and university transfer functional areas and the administration of such functions.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes student needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Ability to effectively supervise and motivate personnel.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, as well as other state and federal laws and regulations regarding financial aid.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups, as needed.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to perform and excel in a high-tech all-digital environment.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

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REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university or ten (10) years of direct experience working in career readiness and university transfer functional areas in a college or university setting.
- Minimum of two (2) years of administrative experience in the transfer, career and employment functional area at a comprehensive community college or university.
- Experience working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Community college experience in the administration of student transfer, career and employment programs.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or ability to obtain within ninety (90) days of hire and proof of liability insurance required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university or ten (10) years of direct experience working in career readiness and university transfer functional areas in a college or university?
 - Yes
 - No
3. *Do you have two (2) years of administrative experience in the transfer, career and employment functional area at a comprehensive community college or university?
 - Yes
 - No
4. *Do you have experience working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Do you have community college experience in the administration of student transfer, career and employment programs?
 - Yes
 - No
6. Do you have demonstrated experience of positive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
 - Yes
 - No
7. *Do you have a valid Texas driver's license or do you have the ability to obtain within ninety (90) days of hire and proof of liability insurance?
 - Yes
 - No