DEFINITION:
Under general supervision, the Administrator, perform a wide variety of duties in support of the Career Education Programs, Services and Students. The position advises potential and current Career Education students on admission processes and general guidance. Works with minimal supervision to respond to student inquiries, provide in-reach to support student success in Career Education credit and noncredit courses, work-based learning placements including internships and apprenticeships. Presents on Career Education programs and services in various venues such as information sessions and committee meetings.

The position performs a broad level of responsibilities, including serving as a liaison between the administrator and the general public and other campus and community officials; coordinate and implement ongoing academic support programs and other Career Education activities in support of student success. Provide coordination and logistical support for work-based learning activities across Career Education departments.

Position will require occasional evenings and weekends.

ESSENTIAL DUTIES
1. Collaborates with Outreach staff, schedule and facilitate noncredit and career education information sessions, orientations and registration sessions with local Adult Education Programs and other community-based partners.
2. Develop, schedule and facilitate activities to support current Career Education and Noncredit student success, including conducting workshops, orientations and information sessions.
3. In partnership with academic staff provide early alert to support career education and noncredit students, including referrals to resources available on campus.
4. Coordinate with the Counseling department to support the transition of students from K-12 and Adult School Career Pathways to Ohlone Career Education programs;
5. Coordinate with work-based learning sites, including but not limited to internships and apprenticeships;
6. Support work-based learning students to ensure the completion of required documents such as background check, immunization and other required paperwork
7. Maintain current content on relevant web pages in collaboration with noncredit and career education programs; integrate content to promote student support and success;
8. Coordinate Work Experience (WEX) orientations in collaboration with the WEX faculty, including setting up and facilitating online meetings as necessary;
9. Respond to student email and phone inquiries about noncredit and career education courses;
10. Collaborate with Admissions and Records staff to ensure accurate completion of Noncredit applications;
11. Organize, create and maintain electronic records and documentation systems for career education programs and services;
12. Develop systems for tracking and reporting key metrics of success;
13. Participate in campus-wide committees and discussions related to Career Education, Career Pathways and Noncredit;
14. Demonstrate cultural sensitivity while engaging with a diverse academic, socioeconomic, cultural, and ethnic backgrounds of faculty, staff, and students with physical and learning disabilities;
15. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
16. Coordinate with outside partners as necessary to record and monitor students’ time and effort;
17. Support WEX faculty in coordinating marketing materials to promote the relevant programs;
18. Updates the departmental website and social media accounts;
19. Performs related duties as assigned.

**KNOWLEDGE OF:**
1. Work-based learning programs and services
2. Methods and terminology of an assigned area of expertise
3. Current trends, research and development in assigned discipline
4. Course management software and assigned databases
5. Curriculum policies and procedures
6. Categorical Funding
7. Applicable laws, codes, regulations, policies and procedures pertaining to the programs
8. Enterprise Resource Planning (ERP) Software
9. Data reporting software
10. General office software and equipment

**SKILL TO:**
1. Use data reporting software to produce reports.
2. Use content management software to update information on the departmental website.
3. Use general office software and equipment to develop reports, aggregate data, communicate with students, District staff, and federal agencies.
4. Interpersonal skills using tact, patience and courtesy
5. Oral and written communication skills
6. All communications are sensitive to and exhibit an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**ABILITY TO:**
1. Analyze and evaluate programs, policies and operational needs
2. Communicate effectively both orally and in writing
3. Interpret, apply and explain rules, regulations, policies and procedures
4. Establish and maintain cooperative and effective working relationships with others
5. Operate a computer and assigned office equipment and assigned software
6. Analyze situations accurately and adopt an effective course of action
7. Meet schedules and timeline
8. Prepare comprehensive narrative and statistical reports
9. Generate or maintain a variety of reports, records and files related to assigned activities.
10. Accurately file documents.
11. Develop and maintain effective working relationships with students, District staff, and federal agencies.

**MINIMUM QUALIFICATIONS**
1. Any combination equivalent to a Bachelor’s degree in education, counseling or related field and two years increasingly responsible student services or work-based learning experience in an education setting.

2. Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these
factors relate to the need for equity-minded practices.

3.

**PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequently (weekly basis)</th>
<th>Few Times a day (1-4 times per day; 1-2 hours)</th>
<th>Several Times per Day (5+ times per day; 3 or more hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reaching</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Finger Dexterity</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to communicate</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to visually perceive objects</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENTAL ELEMENTS**

1. Primarily indoor office environment
2. Moderate temperature

Approval by CSEA/District:
Document signed and approved by Adobe Sign 1/2021