



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: July 21, 2019; 5:00 p.m.

CAREER CENTER SPECIALIST

Categorically Funded - 12 months/year; 40 hours/week

BASIC FUNCTION:

Under general direction of appropriate supervisor, advise students on career planning and employment; coordinate activities and events to support student success in career development; assist with coordination of activities and events of the Career Center.

The Career Center Specialist performs activities designed to assist students with career exploration. Arranges and supports planning for presentations, seminars and events to provide students with skills and resources for successful employment.

REPRESENTATIVE DUTIES:

1. Assesses student needs, evaluates job readiness, collaborates with District and community partners, and assists students to access resources on career planning, interviewing strategies, resume writing, networking and job search techniques. Plans and implements presentations and seminars on job searching, resume writing and interviewing skills.
2. Performs specialized tasks related to career guidance and student employment, on and off-campus; assists faculty, staff, students and the public to access workforce and career information. Assists students with career exploration and research resources to help them become more knowledgeable about their aptitudes and interests.
3. Coordinates career-related workshops with District departments.
4. Assists the Research Department to gather, analyze, and maintain data and statistical information to evaluate effectiveness of services and to identify goals to meet student needs.
5. Coordinates and leads the annual Career Fair planning committee; monitors budget for the event.
6. Works collaboratively with others to provide assistance with researching and monitoring employment opportunities; establishes relationships with area-wide business and industry to identify job opportunities and labor market information.
7. Post student employment opportunities, on and off campus on the Career Center Job Board/Monitor.
8. Works with supervisor and Public Information department to develop and plan marketing and outreach services to promote Career Center Services; provides support and information for the development of promotional materials.



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9. Serves as an advocate and liaison for students using District resources to form partnerships with the business community to facilitate college-to-career success. Attends external functions as appropriate.
10. Supports students to access appropriate services in achieving educational and career goals.
11. Maintains current resources and equipment for student use.
12. Prepares, maintains and distributes a variety of reports, forms, applications, lists, instructional materials, requisitions, schedules, fliers, calendars, manuals, handbooks, announcements, newsletters, handouts and other documents.

QUALIFICATIONS:

KNOWLEDGE OF:

Modern office equipment
Word processing, spreadsheet, and data base software
Correct English usage, grammar, spelling, punctuation, vocabulary
Interpersonal skills using tact, patience, and courtesy
Verbal and written communication skills
Family Educational Rights and Privacy Act of 1974 (FERPA)
Socioeconomic trends and issues
Job placement strategies
Economic, and labor market conditions and trends
Variety of vocational career opportunities and majors and criteria for choosing those careers
Working with students from traditionally underrepresented backgrounds
Career development techniques
Career assessment tools and tests
Accepted employment practices
Laws and regulations governing state and federally funded programs including labor laws, budgets and revenue control.

ABILITY TO:

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; give presentations to individuals and groups; communicate effectively in English, both verbally and in writing
Accurately maintain computerized and other files and records
Compose and prepare correspondence and other communications
Analyze situations accurately and take effective action according to established guidelines
Exercise initiative and independent judgment
Establish and maintain cooperative and effective working relationships with others
Deal effectively with a wide variety of personalities in situations using sound judgment
Work confidentially with discretion



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Follow verbal and written directions
Work independently with little direction
Communicate effectively both verbally and in writing
Meet schedules and timelines
Complete work with interruptions and distractions
Occasionally work flexible hours including evenings and weekends

EDUCATION:

AS/AA Degree, preferred

EXPERIENCE:

Experience in career and workforce development, human resources, or job placement. Experience presenting workshops to individuals and groups. Experience with event planning preferred.

LICENSE OR CERTIFICATE: This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California Driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires travel to other District campuses and area community organizations.

WORKING CONDITIONS:

Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds.

SALARY AND BENEFITS:

The monthly salary range is \$3,614 - \$4,520 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

APPLICATION PROCEDURE: By July 21, 2019; 5:00 p.m., submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter
- Resume
- Contact Information for 3 professional references



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Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.