

WORKFORCE, ECONOMIC DEVELOPMENT & COMMUNITY PROGRAMS
WORK EXPERIENCE COORDINATOR
(Classified Bargaining Unit Position)
(Range 33)

DEFINITION

Under the general supervision of the Director or Supervisor, Workforce, Economic Development and Community Programs, coordinate and oversee programs in Work Experience and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Work Experience Coordinator position is distinguished by the requirement to plan, organize, and coordinate programs in Workforce Economic Development, including Cooperative Work Experience, Career Connections, and Work Experience courses. Provide specialized information and assistance in the college's work experience programs and services. Coordinate all aspects of student preparation for and enrollment in college's work experience programs. Serve as department contact for instructional resources and technical services.

This position supports student learning outcomes by ensuring that the policies and regulations of these programs are upheld.

ESSENTIAL FUNCTIONS

- Coordinate the day-to-day activities of Work Experience programs, including Cooperative Work Experience; assist with the coordination of day-to-day activities of Career Connections;
- Lead the implementation and development of the Cooperative Work Experience program, and assist with career and employment services, and internships;
- Research, manage and disseminate, including on the web and using course management software, instructional resources, including but not limited to course materials, orientations, and syllabi;
- Assemble and maintain inventory of instructional resources. Serve as contact for instructional resources and technical services; provide information, training, and assistance to faculty and students in the access and use of these resources;
- Recruit students, faculty and employers to participate in work experience programs; advise students regarding program readiness, procedures and potential placements;
- Maintain student, faculty and employer compliance with Title V, California Code of Regulations, district-approved local plan guidelines, and district policies;
- Oversee marketing of Work Experience programs: prepare and disseminate promotional articles and materials; ensure up-to-date information on the Web and all marketing outlets;
- Monitor, update and maintain student enrollment records and activities;
- Oversee reporting, including data collection, thorough completion of reports, timely submission, and troubleshooting problems identified by the college or State Chancellor's Office;
- Establish a schedule of classes for Work Experience courses each semester; recruit faculty and obtain department and district approval; maintain class rosters; manage drop/add for all Work Experience sections; collect required documentation and instructor grades; and maintain all records as required by Title V, California Code of Regulations;
- Organize Cooperative Work Experience orientations;

- Assess students workplace readiness; discuss and model positive work skills and habits; assist students with exploring career interests and occupational choices; develop and lead workshops and classroom presentations as needed or requested; refer students to appropriate workshops, placements, and/or campus or community resources; assist students with preparing and editing job search-related documents;
- Coordinate with college departments and instructional programs and with local employers to provide employment and internship information and opportunities to students;
- Coordinate work experience program and services with other programs such as CalWORKs, Federal Work Study, CTEA, and Counseling;
- Train and coordinate schedule and assignment of support staff;
- Monitor program operation budget accounts, expenditures and timecards;
- Assist with the program review process and follow-up as necessary;
- Update procedures for effective program review and other college information needs;
- Organize and oversee Advisory Committee for Work Experience, in collaboration with Career Connections and the Institute for Professional Development;
- Participate in departmental meetings, advisory committees, and other related groups;
- Maintain confidentiality;
- Promote positive relationships in the community; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- Bachelor's Degree;

Experience:

Required

- Two (2) years working in an instructional setting, such as cooperative education, work experience or vocational guidance;

Knowledge of:

- Methods and techniques of organizing a Work Experience program; oversee staff, faculty, advisors and adjunct faculty;
- Employment preparation, including search and hiring techniques and practices;
- Occupational terminology, occupations, and basic requirement for jobs;
- Methods and practices of record keeping and report preparation;
- Applicable sections of State Education Code and other applicable laws, including those pertaining to Cooperative Work Experience, internships and other experiential education programs;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Mentor students;
- Organize and develop creative Work Experience components;
- Oversee Work Experience staff that are able to meet the needs of students with diverse backgrounds;

- Travel within the District with personal transportation;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Additional Requirements;

Provide own transportation and travel countywide.

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