



Position Title:	Career Services Coordinator		
Reports To:	Supervisor		
Department:	Career Services	Job Code:	0710
Prepared By/Date:	Veronica Nicoleau/09-07-2007	Job Group:	PENC
Approved By/Date:	Maria de Armas/09-07-2007	Salary Grade:	13
Revised:	Jennifer C. Brito/05-07-2009	FLSA Status:	Exempt

Summary:

Responsible for providing students with services and resources designed to ensure completion of transferable degree program and ensure a successful transfer experience to an upper division institution.

Essential Duties and Responsibilities:

- Coordinates and promotes services and resources available through the transfer Center.
- Conducts transfer workshops and Transfer Success Sessions in collaboration with academic areas.
- Coordinate on-campus university visits; coordinate annual College Fair, class visitations.
- Increase awareness of services and resources available through the Transfer Center.
- Serve as liaison between MDC Kendall Campus and institutions within the State University System (SUS) as well as with local, in state and out-of-state public and private institutions; via e-mail and telephone as well as campus visits, including attendance to Transfer Days.
- Transfer advising by appointment and on walk-in basis for review of student academic record to ensure all program pre-requisites are being fulfilled.
- Ensures a successful transfer into an upper division program.
- Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Excellent organizational and communications skills (both oral and written).
- Knowledge of PC applications and solid computational skill.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (BA or BS) from an accredited college/university in a related field of study such as Public Relations, and Social Services and four (4) years of experience in area of student services.
- Proficiency in academic advisement a must.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name