NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Coordinator of Career Services

**Department:** Student Services
**FLSA Status:** Exempt
**Grade/Level:** Admin/Prof I
**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

**Job Status:** Full Time
**Reports To:** Director of College Connection
**Amount of Travel Required:** As needed
**Positions Supervised:**
**Contract Length:** 12 months

**PURPOSE:**

General Description: This position will work to coordinate the development of career activities targeting all students at NTCC, and to assist students in career choices.

**DUTIES AND RESPONSIBILITIES**

- Conceptualize, organize, implement and evaluate projects to improve career exploration, job-seeking, and job-placement strategies.
- Develop linkages to area workforce representative and potential employers and serve as liaison between NTCC and community business and industry.
- Work cooperatively with NTCC faculty and staff to develop linkages between workforce demands and academic/vocational program offerings at NTCC.
- Work with appropriate college personnel to institutionalize career activities into college programs.
- Work with Coordinator of Institutional Effectiveness to gather appropriate data, assemble databases, access and manipulate data.
- Design, develop and implement career services workshops and other events for students, faculty and staff.

**QUALIFICATIONS**

- Bachelor’s degree required
- Masters preferred in counseling/guidance, education or related field
- Successful teaching experience in higher education preferred
- Experience in coordinating training sessions/workshops for faculty, staff or students
- Strong interpersonal communication and problem solving skills
- Demonstrated knowledge of workforce trends and education requirements of industries
- Demonstrated ability to communicate and work with people of diverse educational and personal backgrounds
SIGNATURES:

________________________________  ____________________
Coordinator of Career Services  Date

________________________________  ____________________
Director of College Connection  Date

________________________________  ____________________
Vice President for Student and Outreach Services  Date

________________________________  ____________________
President  Date