

JOB DESCRIPTION

JOB TITLE: Career Placement & X W Center J Coordinator	FLSA: Non-Exempt
Department: Advising and Counseling	Date Reviewed

Minimum Education, Skills and Ability

Bachelors Degree; ;
Five years experience in tutoring and/or teaching setting, preferably at the college level;
Management experience;
Experience with and extensive knowledge of tutorial, supplemental instruction, career readiness, job placement and other academic support programs in a college setting;
Experience with student skills lab development or operation preferred;
Strong verbal and written interpersonal skills;
Ability to work with persons from low-income and educationally disadvantaged backgrounds, and students with disabilities;
Ability to work harmoniously and cooperatively with colleagues, faculty and staff;
Experience working in a community college;
Strong organizational skills and ability to work with minimal supervision.

Work Environment

Work is conducted primarily in a climate controlled environment with minimal safety/health hazard potential.

Special Requirements

Ability to work a flexible schedule including some evenings;
Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date