



## South Orange County Community College District Career Resource Specialist

<b>SALARY</b>	\$7,079.00 - \$10,010.00 Monthly	<b>LOCATION</b>	Saddleback College - Mission Viejo, CA
<b>JOB TYPE</b>	SC - Staff (Full-Time)	<b>JOB NUMBER</b>	202400062
<b>OFFICE, DIVISION, OR SCHOOL</b>	SC - Division of Counseling Services	<b>DEPARTMENT OR OPERATING UNIT</b>	SC - Career and Re-Entry Center
<b>OPENING DATE</b>	10/01/2024		

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### **Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);

4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position;  
and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## **Description**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under general supervision from the assigned supervisor, performs a full range of administrative, professional, and programmatic duties related to coordinating and providing the operations and services of assigned area; develops and provides a full range of functions or services including difficult administrative and management support duties; provides appropriate and comprehensive information, assistance, resources, referrals, and professional advisement to assist students in determining career goals, exploring various career options, conducting an effective job search, and participating in student employment and work experience programs.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participates in program management and development; participates in the development of goals and objectives as well as guidelines, procedures, and current business practices for assigned operations and services.

Participates in the selection of assigned staff; participates in the orientation and training of new employees, student workers, temporary staff, and volunteers; schedules, trains, and provides technical and functional work direction to assigned lower-level staff, volunteers, and student workers; prioritizes work assignments; reviews and validates completed work for accuracy.

Prepares and administers budget(s) for assigned area; assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to administrator for control of expenditures; assists in resolving budget issues and problems; processes budget/expense transfers; recommends budget revisions; contacts vendors/suppliers for estimates and prepares contracts, as necessary.

Provides instructional design support, education, and training to faculty and staff relating to career resources, software, and online systems; develops and updates professional development programs for students on software applications and career related including software application support; provides training and instruction to students, faculty, and staff in the use of distance education; develops accessible distance education delivery systems in compliance with established regulations; recommends methods or accessibility for instructional materials, textbooks, multimedia videos, and web-based coursework used in career related and distance education courses.

Conducts research on up-to-date career planning materials and resources; selects and purchases a variety of resource materials including books, brochures, directories, and computer software programs.

Provides technical and instructional guidance to faculty and students concerning the operation of computers, occupational software/internet-based programs, and computerized assessment programs; provides instruction on how to access a variety of resources for career and college information; provides assistance on how to research and obtain information on

scholarships, grants, and internships.

Resolves operational and administrative problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; oversees and assists in implementation of recommendations; performs complex computer and technical troubleshooting and upkeep related to the assigned area; liaisons with IT and/or vendors, as necessary.

Provides a full range of advisement services; assists students with exploring careers, developing an understanding of the employment environment, and implementing career decisions; assists students in identifying career interests, goals, and objectives; provides referrals, as appropriate, in support of educational and career goals.

Provides information and assistance to students regarding the availability of educational programs, and occupational, certificate, and special training programs; provides information about colleges, financial aid, study abroad opportunities, careers, scholarships, and related information.

Conducts research and interprets occupational, educational, and economic data regarding colleges, career trends, career opportunities, and related data to aid students in making and implementing occupational goals and objectives.

Provides orientations to students and faculty in assigned area including career programs and resources; delivers promotional, informative, and motivational presentations to small and large groups; develops, prepares, delivers and implements workshops, career programs, and career events.

Meets with, and selects, professional members of the community to arrange programs, presentations, and guest speakers/panels to provide students with occupational, job search, and industry information; serves as a liaison between the college and community regarding assigned programs and operations.

Liaisons with others, as necessary, to advertise and market the assigned area, including the use of websites, social/new media, printed materials, and presentations; develops and designs posters, flyers, informative career materials, handouts, brochures, and bulletin board displays; composes and produces newsletters for distribution to faculty, staff, and students.

Organizes, evaluates, coordinates, budgets, purchases, and selects assessment test materials; coordinates with counseling staff, administrators, and outside vendors; provides information to counselors on how to administer tests; updates counselors on new test procedures; scores assessments; assists in the interpretation of assessment tools for students and community members seeking career direction.

Coordinates meetings related to assigned program; represents area of assignment; participates on, and provides staff support to, a variety of committees, task forces, and boards.

Participates in the collection and auditing of various moneys; reconciles receipts and generate reports.

Performs the duties of lower-level classifications within the area of assignment, as needed.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Philosophy, operational characteristics, services, activities, goals, and objectives of the assigned area; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the area of assignment; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the area of assignment.

Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to the area of assignment.

Instructional design principles and practices.

Distance education delivery systems.

Advanced methods and techniques of career planning and counseling.

Advanced interviewing and advisement techniques.

Current and future labor market trends and their application to career opportunities.

A full range occupational, industry, and job search information.

A wide variety of resource materials utilized in career counseling.

Career information systems.

Current office practices, procedures, methods, and computer equipment, software, peripherals, devices, and applications related to the work; word processing, desktop publishing, spreadsheets, and databases.

Generating and analyzing reports from systems and databases; principles, practices, and procedures of complex statistical and administrative research and report preparation; principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping, and principles and procedures of business letter writing; work organization and office management principles and practices.

Processes, procedures, and practices of budget and contract preparation and administration; accounting principles and procedures.

Effective written and oral communication skills in English, including correct usage, grammar, spelling, punctuation, and vocabulary.

Principles, practices, and techniques used in public speaking, public relations, outreach, advertising, marketing, and providing excellent customer service.

Techniques to facilitate effective interaction with people on an individual or group basis.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

Diverse racial, ethnic, and cultural backgrounds, sexual orientations, gender identities, religions, disabilities, ages, and socio-economic statuses of others.

Confidentiality requirements when dealing with sensitive information.

Occupational hazards and standard safety policies and procedures.

District and College organization, operations, policies, and objectives.

**Ability to:**

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment; use District, College, State, and Federal laws, regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others.

Coordinate, oversee, and implement the operations, services, and activities of assigned area; participate in activities that effectively accomplish the goals, objectives, and procedures of the assigned area.

Uses District, College, State, and Federal regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others; abides by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations; adheres to and enforces procedures and guidelines.

Plan, organize, and implement programs, workshops, seminars, and services regarding career guidance, planning, and job searching.

Use technologies and materials to employ evolving informational technologies for instructional programs and distance education; effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment, programs, and systems as they evolve.

Perform a variety of responsible and difficult professional, programmatic and administrative duties involving the use of independent judgment and personal initiative; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Assess student needs, provide advisement, develop viable plans and alternatives, and make appropriate on- and off-campus referrals.

Assist students in identifying career interests, goals, and opportunities.

Demonstrate principles, practices, and techniques used in public speaking, public relations, outreach, advertising,

marketing, and providing excellent customer service.

Prepare and administer budgets and contracts; perform basic accounting procedures.

Operate office equipment including hardware, software, peripherals, and devices supporting word processing, desktop publishing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; research, compile, analyze, and interpret data and information; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; prepare documentation, reports, and other written materials.

Communicate clearly and concisely, both orally and in writing in English; demonstrate correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective cooperative, collaborative, and inclusive working relationships involving interactions and communications in person, electronically, by phone, and in writing; work with, and exhibit sensitivity to and understanding of, persons with diverse racial, ethnic, and cultural backgrounds, sexual orientations, gender identities, religions, disabilities, ages, and socio-economic statuses on a regular, ongoing basis.

Effectively represent the assigned area to the College and outside individuals and agencies to accomplish the goals and objectives of the unit.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and the public; effectively present information in person, electronically, or by telephone to students, staff, or the public; provide excellent customer service.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Provide lead functional and technical work direction and training to assigned staff, student workers, and volunteers.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Attend a variety of meetings, workshops, conferences, presentations, and training sessions on-and off-site, as required; maintain compliance with mandatory trainings and certifications as directed by supervisor; attend and participate in diversity, equity, and inclusion trainings and events.

Work some evening/weekend shifts, as required.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in education, liberal studies, psychology, business, or a related field. A master's degree in career counseling, guidance counseling, education, business administration, human resources, or a closely related field is highly desirable.

### **Experience:**

Four years of increasingly responsible administrative experience, including two years of working in career counseling/advisement, job placement, job development, human resources, or a related field, preferably working within an educational institution.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

### **Environment:**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person, electronically, and on the telephone. At least minimal environmental controls are in place to assure health and comfort.

### **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

## **Supplemental Information**

*This position will be primarily focused on coordinating student employment and work experience programs, ensuring compliance with district policies, student employment regulations, and education code; collaborating with on and off-campus employers; providing students with job development, placement, and readiness training; and maintaining liaison with all departments and divisions to maintain student employment job descriptions, policies, regulations, and processes.*

Initial Screening Date: **October 21, 2024**

Range **136** of the **CSEA** Salary Schedule

Work Schedule: **Monday – Thursday (9:00 AM - 6:00 PM) and Friday (8:00 AM – 5:00 PM)** (Schedule and shift are subject to change in accordance with the department's needs.)

Hours per Week: **40**

Months per Year: **12**

## **Benefits**

For information about benefits, including eligibility requirements, please visit the benefits webpage on the South Orange County Community College District website.

Link: <https://www.socccd.edu/departments/business-services/employee-benefits>

### **Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrintodesk@socccd.edu](mailto:hrintodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

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**Agency**

South Orange County Community College District

**Phone**

(949) 582-4850

**Address**

28000 Marguerite Parkway

Mission Viejo, California, 92692

**Website**

<https://www.socccd.edu/>