



Job Classification Description

COORDINATOR, ADVISING/CAREER SERVICES

VSC UP – SUP Bargaining Unit

**GRADE 12
Exempt**

BASIC FUNCTION

To oversee and coordinate the activities and programs of the Advising and Career Services Center and to provide students with academic advising, career counseling and job search assistance.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor and evaluate the specific functions, services, programs and activities of the Advising and Career Services Center. Play a key role in developing and modifying programs and services in accordance with institutional objectives and student needs.
- Coordinate the efforts of the various offices/individuals involved in the academic advising process. Prepare and disseminate institutional policies, procedures and guidelines on advising to advisors. Explain the advising process to students. Provide advice and assistance to other faculty and staff advisors on advising matters.
- Collaborate with academic and student affairs administrators and faculty to plan and coordinate the new student advising process.
- Supervise the phone-in registration process for students and coordinate and implement the on-campus registration events.
- Coordinate the advising process for all students being advised by the Advising and Career Services Center.
- Supervise department staff and several student assistants.
- Serve as the National Student Exchange (NSE) Coordinator; provide program information to current and potential students, advise outgoing students throughout the placement process; serve as advisor to all incoming students, monitor budget and program requirements.
- Plan, implement and administer a yearly graduate survey.
- Serve as Academic Advisor to “undecided” and “high risk” first and second year students, monitor progress and intervene when appropriate.
- Provide individual counseling, instruction and assistance to students concerning all aspects of career planning and placement; refer students to appropriate reference materials in the Career Resource Center, and

provide orientation to /assistance with use of library resources; review and edit resumes and professional letters.

- Facilitate career development and job search workshops to groups in areas such as self-assessment, career planning, writing resumes and correspondence, interviewing, locating job openings and so forth.
- Monitor conditions for all students returning on a stipulated probation.
- Maintain a library of career and vocational information including information on employment trends, graduate schools and the like.
- Coordinate on-campus visits by employers and graduate schools.
- Distribute/publicize job postings and information on graduate schools, employers, internships and similar experience based instructional programs.
- Confer regularly with supervisor and a wide range of College faculty and staff to plan, coordinate and evaluate advising activities, programs, systems, investigate and resolve problems, exchange information, refer students for assistance, confer about specific student populations and so forth.
- Serve on College committees.
- Keep abreast of current developments in the fields of Advising and Career Services.

SUPERVISION EXERCISED

Direct supervision of 2 full-time employees and several student workers.

SUPERVISION RECEIVED

Supervision is received from the Academic Dean.

MINIMUM QUALIFICATIONS

Bachelors degree in counseling or other appropriate discipline, with a masters degree desirable, plus two to four years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong technical knowledge and skills related to career counseling/placement.
- Understanding of both liberal arts and vocational/professional education as it relates to employment.
- Good planning, organizational, administrative, and supervisory skills.
- Strong writing skills.
- Ability to deal effectively with students, College personnel, alumni, recruiters, employers and other outside the College, requiring strong advising/interviewing, coordinating, group leading, public speaking, formal classroom teaching and basic public relation skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.