

POSITION DESCRIPTION

TITLE: Career Pathways and Externship Coordinator - (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Career Pathways and Externship Coordinator is responsible for coordinating with Externship instructors, placement sites, and student including the development of new externship sites, ongoing evaluation of existing sites. The Career Pathways and Externship Coordinator reports to the Associate Director of Career Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Coordinates with on and off campus placement sites to ensure expectations and requirements are clearly identified and met.
- Meets with prospective placement sites to discuss the program, including expectations and restrictions.
- Ability to supervise web and curriculum developers and manage administrative and data tracking software
- Coordinates with instructors and the registrar to ensure all required course information is accurate and courses are listed in the appropriate semester for student registration.
- Advises students on site requirements and expectations.
- Coordinates co-curricular events to ensure students have adequate information to select an appropriate placement site.
- Tracks and advises students on Professional Literacy graduation requirements.
- Produces written reports highlighting program and event success and metrics for internal audiences.
- Collaborates with internship coordinator to collect data on the externship to internship pipeline.
- Represents the Career Development Center during campus-wide events including recruitment, new student, and alumni events.

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- Answers questions from students, parents, faculty, staff, and community members regarding Career Development Center programs and services.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree; Master's degree preferred.
- Experience: Four years of experience within a higher education, counseling, or career advising environment.
- Prior success developing and delivering presentations, workshops, and programs, and eagerness to innovate and actively engage liberal arts students in the academic and career exploration process.
- Excellent written and oral communication skills, sales experience is a plus.
- Proven attention to detail, organizational abilities, flexibility and capacity to multi-task effectively in a fast-paced dynamic environment.
- Proficiency with MS Office and digital and social media tools.
- Ability to work effectively with a diverse group of internal and external contacts.
- Must possess a valid driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.