
Job Title: **Career Services Coordinator**

Classification: **Exempt – Administrative**

Department: Mission EDC



Division:

Supervisor: Director of Technology

Effective: 12/01/2017

I. JOB SUMMARY

The Career Services Coordinator (CSC) is a yearlong position that is funded through a Wagner Peyser grant by the Texas Workforce Commission to manage the CyberMission bootcamp. The CSC serves as the point of contact for CyberMission and provides career counseling, ongoing case management to bootcamp participants, and serves as a proctor during exams. In addition, provides appropriate level of workforce services that are customized to meet the individual needs of the participants. The CSC also aims to provide exceptional customer service. The ideal candidate should be an excellent leader, have knowledge and expertise in information technology field, career exploration and readiness, leadership development, and job search assistance to ensure that all participants achieve the goals of the bootcamp.

II. EDUCATION REQUIREMENTS

- Bachelor's Degree,
- A minimum of two (2) years in career services preferred or employment background in any of the following: job placement at a vocational school, college, or university; or staffing agency.
- Passion for and the ability to communicate with academic, industry-based and community organizations

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" driver's license from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENTS

- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- Excellent Microsoft Office suite skills
- Familiarity with the local job market
- Excellent interpersonal, presentation, and communication skills are a must.
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team



V. ESSENTIAL JOB FUNCTIONS

- Build effective relationships with local and regional employers, non-profits, government organizations and community partners to identify employment opportunities for students and alumni
- Develop and implement plans and strategies to achieve graduate employment goals
- Conduct site visits for the express purpose of enhancing existing relationships with employers / sites and establishing new partnership opportunities
- Locate new employment sites, maintain contact with employers, and coordinate placement activities (resume submittals, interviews, etc.). Document all employer relations activities
- Document and maintain information files, and protect confidentiality of records and other personally identifiable information (PII) relating to participants in accordance with applicable federal and state laws, rules, and regulations
- Maintain a database of employment opportunities and resource library, including career guidance references, employment literature, and related information
- Coordinate panel discussions with industry experts for student/graduate attendance
- Attend industry-related networking events to build potential employer database
- Plan and conduct meetings and/or workshops on job search topics for students and alumni
- Coordinate and attend Job / Career Fairs; participate in campus and off-campus events, including graduation and marketing events
- Actively maintain an awareness of employment and industry trends and discuss research with supervisor as appropriate
- Maintain contact with graduates by generating follow-up calls, e-mails, texts, etc.
- Perform other duties as assigned

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend special events when needed.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- 10 key calculator
- Typewriter
- Printer
- CD's
- Binding Machine
- Manual Hole Puncher

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VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.

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X. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extention, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Employee Signature

Date