

**JOB TITLE:** Career and Transfer Connections Manager

**PAY GRADE:** CS17

**LAST REVISED:** June 2017

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. They are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs, policies or practices.*

### **SUMMARY DESCRIPTION**

Under general direction of a Dean, Student Services, manage all aspects for the District's Career and Transfer Connections Center. Through Strong Workforce Initiative funding, the Manager promotes success and career outcomes of Sierra College students by helping to: develop, implement, monitor, and assess a strategic plan and vision that promotes the integration of career development campus wide; facilitate connections between students, faculty, staff, and the employment community; coordinate career intervention program that will support students throughout their college experience at Sierra; and provide leadership in developing resources to support new initiatives, existing programs, and ongoing Center operations. The Manager works collaboratively and cooperatively to provide leadership and visioning in the establishment of policies and procedures to deliver comprehensive career and transfer services to Sierra College students. The Manager develops and manages employer relationships with the goal of increasing student networks, internships, and employment opportunities. The Manager oversees, assigns, reviews and participates in the work of the staff responsible for the development and administration of career and transfer services at Sierra College.

### **REPRESENTATIVE DUTIES**

1. Provides leadership for the implementation and assessment of programs and services that engage students in industry/career strategy development and assists in executing a robust strategic plan for employer, parent, and community outreach and engagement regarding career development.
2. Executes a strategic plan to significantly increase the number of internships and full-time employment opportunities based on student interests. Collaborate with Career and Transfer Connections team to identify and develop internship opportunities through employer outreach, regional collaboration with other colleges, and on-going analysis of available internships to identify targets industries or programs to meet student needs.
3. Collaborate with CTE faculty and programs to raise campus and community awareness about emerging and existing CTE trends, opportunities, pathways, and job placements. Continue to monitor and set goals to enhance and increase CTE program participation and enrollments.
4. Raises awareness of and interest in Sierra College and its students by targeting and cultivating relationships with employers through individual outreach and special events.
5. Works closely with administration, faculty, classified staff, and advisory boards to develop a strategic plan for employer relations.
6. Connects employers to faculty and administrators for participation in special seminars, hosting opportunities, interviews, etc.

7. Represents Sierra College Career and Transfer Connections at local, regional, and national professional association conferences and professional development workshops.
8. Support and maintain robust collection of services, resources and activities to support students pursuing transfer to four-year colleges and universities, including workshops, events, tours and hosting representatives.
9. Trains, motivates, and supervises the work of staff and student workers in the Center.
10. Develops and maintains employer relationships by identifying employment needs and actively promoting on-campus and remote recruitment of Sierra College student talent to employers; create adequate marketing opportunities to advertise employer events and postings.
11. Plan, promote and coordinate career/internship/transfer fairs for Sierra College students and local employers.
12. Initiate collaborative efforts with state government and partner agencies to determine the current demand for various occupations and works to develop innovative workforce development initiatives.
13. Develop strong relationships with faculty resulting in classroom presentations to promote job connections, internships, Sierra Job Link, and Career and Transfer Connections and to benefit students by job placement and more accurate job placement data.
14. Grow and maintain contacts in the Mentor Network to support all facets of work-based learning. Market Mentor Network to employers, professionals, alumni, students, and faculty.
15. Plans program budgets in conjunction with management and other staff and ensures that funds are managed in compliance with regulations, guidelines, procedures, and within deadlines. Monitors budget expenditures, revenues, transfers and online reporting, including making recommendations for changes to budget, staffing, facilities, supplies, and equipment.
16. Compile statistics and other data for special reports. Work with Research Office to capture and compile statistics, and routinely prepare reports on referrals, job placement transactions, retention, and success rates. Assist with local labor market surveys that identify potential employment opportunities and rates of pay.
17. Ensures compliance with all applicable federal, state, and local laws as well as departmental and programmatic regulation while maintaining current knowledge of trends and practices in the field.
18. Attend meetings with state agencies and local partners, businesses, employer groups, colleges, and local government agencies to promote Sierra College Career and Transfer Connections and student talent.
19. Collaborate with Marketing to develop and update office publications and marketing materials, including online resources and web page content, and market transfer related events and activities.
20. Collaborates cross-functionally to ensure career and transfer pathways programs and materials are aligned with campus strategy.
21. Develop, maintain, and market services for students pursuing entrepreneurship.
22. Performs related duties as assigned.

**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:**

- Program development, management, and supervision.
- Strategic planning, project coordination, and evaluation.
- Generally accepted personnel management practices, including fair employment practices and laws.
- Recruitment and hiring techniques, methods, and procedures including those for reaching students and assuring equal employment opportunity.
- Basic marketing concepts and ability to apply them to promote the college.
- Career development theories and stages of development.
- The employment/labor market, job search process, resume preparation, and interview strategies.
- Occupational terminology, occupations, and basic requirements for jobs.
- The rules and regulations governing student employment.
- Best practices in career coaching.
- Basic transfer steps and processes, terminology, common services, and desired outcomes.
- Planning small and large scale events for students, staff, and community.
- Modern office practices and procedures including the operation of office equipment, computers, and related applications.
- Sufficient interpersonal skills to convey technical concepts to others and to deal with sensitive and confidential information.
- Language, grammar, and writing skills to prepare professional correspondence, position advertisements, and informational brochures.
- Participatory governance process and venue, fostering open communication among divisions, programs, personnel, and services.

**Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Build educational partnerships with business, industry, community or other educational institutions.
- Interpret the policies, procedures, techniques, and rules governing student employment and job placement
- Successfully communicate interpersonally and demonstrate leadership skills.

- Plan, report on, and manage budgets.
- Employ basic research and planning methods.
- Plan and execute small and large scale events for students, staff, and community.
- Use a variety of computer software to format, compose, and prepare statistical, financial, and narrative reports, presentations, and other written materials.
- Assess, manage, implement, use, and apply technology in the management and delivery of programs and services.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security and confidentiality of employment information.
- Establish and maintain a service open and accessible to all students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Lead, train, supervise, and evaluate assigned staff.
- Work collaboratively with a diverse campus community.
- Demonstrate evidence of a sensitivity, understanding and commitment to working with community college students of diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds.

**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:**

A Bachelor's degree from an accredited college or university, preferably in a discipline related to the assignment, such as business, marketing and public relations, organizational development, or social sciences. A Master's degree is desirable.

**Experience:**

At least three years of increasingly responsible experience working in Career Services or similar program, of an accredited postsecondary institution, including experience in planning, organizing, and coordinating, with responsibilities for budgets, personnel, facilities, events, and at least one year of supervisory experience.

**Preferred Qualifications:**

Five years of experience in Career Services or similar program of an accredited postsecondary institution.  
Event planning experience.  
Business-to-business sales or outreach experience.  
Customer service experience.  
Working knowledge of federal/state government education regulations.

**Physical Suitability Requirements:**

Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without reasonable accommodation: *Almost Constantly*: Sit, to accommodate desk work, utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate microcomputers and other office equipment; stand upright and forward flexing, stoop, lift (from low, level, and overhead, (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. *Occasionally*: Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.