

JOB TITLE: Career Specialist
PAY GRADE: CL 20
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, assists in the design, coordination, and implementation of equity-minded programs, services, and activities that support career development and employment for students; provides information to students, District staff, and the public.

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.

1. Assists with the development and implementation of career and internship services for students; cultivates and solicits employer interest and participation; assists in coordinating quality and culturally inclusive career development efforts; develops and implements methods and procedures to optimize efficient delivery of services that increase students' awareness and use of career and job development resources.
2. Assists in coordinating the internship opportunities, including, but not limited to, publicizing career development and internships to local businesses, industry, and current and potential students; develops and maintains professional relationships with businesses and industry representatives; maintains student files and attendance records for internships; tracks, monitors, and reports placements, progress, and completion; coordinates and provides training to faculty and orientations for students.
3. Facilitates partnership with the Federal Work Study and International Student programs; provides support and documentation for Federal Work Study interns and International Students, as needed.
4. Provides technical assistance or training to students and District staff with career research programs and opportunities; introduces information, resources, materials, and programs to students or community members; creates and maintains special exhibits, including organizing, constructing, and maintaining collections of reference materials and displays.
5. Audits, updates, and maintains an online job bank of potential temporary, full-time, and part-time employment and internship opportunities for students and graduates; responds to employer inquiries and assists students and employers with use of job bank system; approves registered employers and reviews on-hold jobs; follows up with employers and students to determine job placement success.
6. Assesses students' current knowledge, understanding, and experience to determine appropriate goals and starting point for using career resources; refers students to District services and resources, as needed.
7. Develops, coordinates, schedules, and conducts resume writing and interview workshops, classroom presentations, and individual consultations and practice opportunities; critiques and advises students on preparation of resumes and recommends edits to content when appropriate; assesses and advises students' interview techniques.

8. Publicizes and assists with planning, coordination, and implementation of student-centered job and career fairs, career-related workshops, and other events and activities, including communicating with participating business partners and organizations; coordinates and conducts orientation sessions, seminars, and discussion groups related to career and internship information.
9. Creates, maintains, and updates records and files; monitors and tracks student usage of department resources and services; informs staff of changes in rules and regulations affecting student employment and job programs.
10. Assists with creating, designing, publishing, and distributing culturally inclusive and equity-minded advertisements and marketing materials organizes, maintains, and provides career information, resource materials, and information of program activities.
11. Provides administrative support for program; produces correspondence and forms; schedules meetings, appointments, and room reservations; attends meetings and serves on committees; processes forms; maintains office supply inventory; checks equipment and materials in and out; performs research, as needed gathers, compiles, and selects datasets to create and run ad-hoc reports on success rates.
12. Assists with transfer and other departmental services and programs, as needed.
13. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
14. Performs related duties that support the overall objective of the position.

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:

- Theories, concepts, principles, practices, and techniques of equity-minded career development and workforce training programs and services, including personnel management, recruitment and hiring strategies, career research methods, and employment barriers.
- Local and regional labor markets served by the District.
- Federal, state, and local laws, codes, and regulations regarding employment and support of students, and laboratory protocols, including, but not limited to, Equal Employment Opportunity (EEO), Family Educational Rights Privacy Act (FERPA), and the Americans with Disabilities Act (ADA).
- Community college enrollment and retention practices.
- Principles, practices, and techniques of marketing, public speaking, and outreach.
- Recordkeeping methods and procedures.
- Basic mathematical principles.
- Basic research methods and techniques.
- English usage, spelling, grammar, punctuation, and vocabulary, including proofreading, copy writing, editing, and formatting techniques.

Ability to:

- Assist with planning, developing, coordinating, implementing, and evaluating comprehensive equity-minded career development programs and services to assist and retain students.
- Assess students' education, training, and experience to match with job requirements and opportunities.
- Understand and assist students of diverse backgrounds, abilities, skill levels, and learning styles.
- Recognize student needs, offer encouragement, build confidence, enhance self-esteem, and assist them with establishing individual goals.
- Create and update forms and informational materials.
- Assist with workshops, presentations, and training.
- Compile information and prepare oral and written reports.

- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with course work in business, education, counseling, or a related field.

Experience

- Two years of increasingly responsible experience supporting counseling, enrollment, and other student or employment services.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

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 indoors in an education classroom/center/laboratory setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and/or education center/classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally walk, 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025