

# Career Services Director\*, Student Services- Modesto Junior College

Request to Announce

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**Site** Modesto Junior College  
**Salary Range / Other** Management Salary Schedule 2015-2016 Range 34: \$6,762 to \$8,595 per month. Doctorate degree annual stipend \$2,374- \*Categorically Funded Position  
**Benefits** The District currently pays for a number of health options for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.

Interim Postings

**Is this an Interim Posting** No  
**If YES , rationale for interim/temporary assignment:**  
**Starting Date**  
**Ending Date**

Replacement Postings

**Is this a replacement position?** No  
**If yes, for whom?**  
**Is this a new position?** Yes  
**If yes, what is the proposed salary range** Range 34- \$6,762- \$8,595  
**Rational for proposed Salary Range (for New Position):**  
**Lookup Appointment Type**  
**Effective Date**  
**Is position categorically funded?** Yes  
**If yes what % is categorically funded?** 100%  
**If yes, name of funded project?** Workforce

Account Information

**Account #** 12-5615-1905-660000-52120  
**% of Salary to be charged to this account**50%  
**Account #** 12-5750-1685-493060-52120  
**% of Salary to be charged to this account**50%  
Posting Details

## Position Information

**Job Title**Career Services Director\*, Student Services-Modesto Junior College

## Position Summary Information

### DEFINITION

Under administrative direction plans, organizes, directs and manages the Career Services Center; provides leadership and supervision in the development of student internships, job placement opportunities, industry and career workshops, counselor referral, career preparation, and career exploration and assessment. Implements operational procedures designed to ensure a cost effective and cost beneficial operation.

### Scope of Assignment

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a dean or senior manager.

Provides direct supervision to lower level professional, technical and support staff assigned to auxiliary services operations.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, techniques and strategies relative to job development and placement
- Legal mandates, policies, regulations and guidelines pertaining to internships, job development, and job placement
- Practices, methods, procedures and strategies of management, organization and supervision
- Principles and practices of budget preparation and administration

Ability to:

### Minimum Qualifications

- Effectively and efficiently plan, organize and direct the functions and activities of a career and employment development center
- Develop job and internship opportunities for students
- Work with a diverse college-level population
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain cooperative organizational and community relationships

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

**Additional  
Qualifications**

- Education: Equivalent to the completion of a Baccalaureate or higher degree with emphasis in job development, industry relations, and career exploration.
- Experience: Three years of increasingly responsible merchandising experience in job development or internships, with two years supervisory or management experience preferred.

**EXAMPLES OF DUTIES**

**Example of  
Duties**

- Plan, organize, and direct the Career Services program
- Coordinate on-site services with external industry partners
- Provide supervision for the Career Services Center (CSC) staff and operations
- Meet with students and refer them to appropriate assessments or resources
- Conduct student workshops in career development, job readiness, and other areas, as needed
- Develop a variety of career resources, including video
- Prepare career education and instructional materials for use by faculty and students
- Assist students in locating and using college/career information for research, assignments and planning
- Plan, organize and implement career events and publications
- Contact, schedule and arrange guest speakers and industry representatives to present career information
- Develop and implement career exploration, job preparation, employability skills and other workshops
- Provide CSC workshops and classroom presentations
- Develop and manage annual budget; authorize expenditures within established guidelines; supervise maintenance of accounting records
- Plan, organize, develop, and implement policies and operational procedures that ensure adherence to District, State and Federal policies, regulations and guidelines
- Review, monitor and evaluate the performance of Center personnel
- Plan, organize and conduct personnel in-service and orientation training programs, as necessary
- Coordinate the promotion, advertising and public relations activities for assigned units
- Perform other duties, as assigned

**TYPICAL WORKING CONDITIONS**

**Licenses and  
Certificates  
Desirable  
Professional  
Characteristics**

- Work is generally performed in a standard office environment.
- Work requires occasional evening and weekend hours.

Possession of a valid California Motor Vehicle Operator's License.

**Physical and  
Mental  
Standards**

Physical and Mental Standards:

- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Application Close Date: Sunday, June 11, 2017 by 11:59 pm.

**Additional  
applicant portal  
info (Appears  
above Position  
Description)**

REQUIRED DOCUMENTS FOR ATTACHMENT MUST NOT EXCEED 5 MEGABYTES PER INDIVIDUAL ATTACHMENT.

The following documents are to be attached to the YCCD application:

1. A personal letter of application.
2. Resume or vita.
3. List of Three Professional References.

Applications are accepted online only at:

<https://www.yosemite.edu/recruitment/employmentopportunities/>

Select Job Openings, Select Search Jobs, Select Job Title, Create an account and Apply to this job.

**Additional  
Applicant  
Information**

The District may hire more than one applicant with this applicant pool.

Applications will be reviewed by a screening committee which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

Official offer of employment may be extended only by the Chancellor or Vice Chancellor, Human Resources.

Federal law requires that the district employ only U.S. citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

A background investigation of new employees is required, including reference checks and a state criminal history report. The cost for the criminal history report will be the responsibility of the successful candidate.

EEO Employer

#### Posting Detail Information

**Hiring Manager**  
**Open Date** 05/16/2017  
**Close Date** 06/11/2017  
**Open Until Filled** No

**Pass Message**

Thank you for your interest in Modesto Junior College. Your application is complete and will be considered for this position. Please allow a number of weeks for our process. You will be notified of your status within that timeframe.

**Fail Message**

Thank you for your interest in Modesto Junior College. Due to information you provided in the Supplemental Question section of your application, we regret to inform you that your application will not be considered for this position. We wish you the best in your future endeavors.

#### Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \* Are you a U.S. Citizen?
  - Yes
  - No
2. \* If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
  - Yes
  - No - (disqualifying)
  - I am a U.S. citizen question does not apply
3. \* Are any of your near relatives (child, parent, spouse or domestic partner, sibling, or in-laws or step-relatives in the relationships listed) currently employed by YCCD? Response of YES or NO is required in the area provided. NOTE: If yes, it is required that you provide the person or persons name/s and their position title in the area below as well.

(Open Ended Question)

4. Do you possess the Master's degree or the Bachelor's/Master's degree listed in the Minimum Qualifications for this position?
  - Yes

- No- If No, applicant must submit an Equivalency Form to be considered for this position. The form, policy, and procedures can be found at <http://www.yosemite.edu/hr/documents.htm>
- 5. \* Please tell us how you heard about this job announcement:
  - Job Fair
  - YCCD Recruitment Website
  - Website-Other
  - YCCD Email
  - Family/Friend
  - Newspaper

### Applicant Documents

#### Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. List of Professional References

#### Optional Documents

1. Other
2. Letter of Reference 1
3. Letter of Reference 2
4. Letter of Reference 3
5. Unofficial Transcript
6. List of Graduate Courses

#### Guest User

There is no guest user set up for this posting.

#### Search Committee

<b>Name</b>	<b>Email</b>	<b>Chair?</b>	<b>Status</b>
James Todd	toddj@yosemite.edu	No	approved

#### Ranking Criteria