

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: COORDINATOR - ASSESSMENT AND CAREER SERVICES

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

This is professional work responsible for providing overall direction and supervision of assessment and career services. Coordinate, plan, schedule, and administer electronic and paper-pencil assessments and career activities for the department, which includes, but is not limited to: vocational tests, career assessments, interest/values inventories, and tests for aptitude ability; provide career advising to undecided students, to students who wish to change areas of study, and to students at risk of failure; assist students with educational/career planning; in conjunction with Workforce Connection, plan/develop/implement/ coordinate college wide career activities, which includes job fairs, and employer expos; coordinate classroom/laboratory career activities with SLS faculty; and supervise all part-time employees and student assistants.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required with a strong career counseling and career services background.
2. Years of Experience in field: Three years' experience is required in the administration of electronic and paper-pencil standardized and specialized career tests and assessments, career advising, and coordinating college-wide career activities.
3. Special skills or abilities related to position: Proficiency in verbal and written communications; the ability to work effectively with minimal supervision; the ability to use appropriate job specific technology as required, the ability to administer specialized vocational assessments and to help students utilize assessment results in educational planning and career decision-making; the ability to provide career advising to students who are having academic life/situational problems and to help them identify and secure college and community resources that help meet their needs; and, the ability to effectively collaborate with college personnel and college agency partners to help improve student retention and college success.

Special skills or abilities related to position (Continued):

Ability to interpret and apply State statutes, rules, standards and procedures.  
Demonstrate professionalism in dealing with a diverse population. Work in a fast-paced, demanding environment.

ESSENTIAL JOB FUNCTIONS:

1. Administer vocational assessments and other specialized tests used for career guidance and decision making such as interest/values inventories, occupational skills tests, vocational inventories, and aptitude tests.
2. Provide career advising and vocational exploration services to students who are undecided and/or who wish to change educational majors, and assist them with developing realistic career/educational plans.
3. Provide structured and specialized career assessments and advising to at-risk students, EAS students, and other special populations.
4. Interpret and communicate assessment results to examinees (and parents/families as needed) for the purpose of educational/career planning and decision-making.
5. In conjunction with Workforce Connection, Coordinate job search and job placement assistance, employability skills/job retention skills training to all students including Federal Work Study students.
6. Plan, develop, and coordinate college-wide career activities such as job fairs, career expos, and career roundtables.
7. Provide leadership and vision in the establishment of policy and procedures to effectively deliver comprehensive career services.
8. Assist faculty in planning and conducting group career assessment and career activities for students in SLS and other courses as appropriate.
9. Supervise all part-time employees and student assistants (Work Study and non-Work Study).
10. Provide support and collaborate with faculty and instructional managers related to career development resources, programs, and other activities designed to further students' career and educational goals.
11. Perform the essential duties of the department's Assessment absences.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS: (Continued)

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- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in a classroom/testing environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean of Student Services