

**Career Services Coordinator, Full-Time Faculty
Copper Mountain College**

Direct Link: <https://www.AcademicKeys.com/r?job=268665>

Downloaded On: Dec. 2, 2025 10:27pm

Posted Dec. 2, 2025, set to expire Dec. 22, 2025

Job Title Career Services Coordinator, Full-Time Faculty
Department Academic Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Dec. 2, 2025

Application Deadline 12/22/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Student Affairs

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Job Description

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Career Services Coordinator, Full-Time Faculty

Salary: \$73,121.95 - \$110,868.50 Annually

Job Type: Full-Time

Department: Academic Services

Closing: 12/22/2025 11:59 PM Pacific

Location: Joshua Tree, CA

Job Number: 20251120CSC

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Position Description

General Responsibilities: Positions may be tenured, tenure-track, or categorically/federally funded non-tenure track.

Under the supervision of the Dean of Instruction, CTE, and Career Services and in collaboration with discipline faculty and counseling, this non-tenure track full-time faculty position establishes and maintains a career center, supports student employment development, and assists with the placement of CMC students into fields of study upon completion of their program. Maintains awareness of the local job market and serves as a liaison between local employers and the providers of CMC's programs and services.

This is a benefitted, 200-day, non-tenure track position that is categorically funded.

****In order for your application to be considered, you must attach the required attachments listed below****

Duties and Responsibilities

- Coordinate set-up, activities, and outreach of the CMC Career Services Center.
- Promote the value and activities of the Career Center to all campus constituents.
- Develop internship and employment opportunities for students enrolled or recently graduated from Copper Mountain College.
- Collaborate with CMC counseling to schedule and promote career counseling services.
- Develop and teach 21st Century Skills courses.
- Serve as the primary keeper of the selected CMC career database and in collaboration with student services, maximize the number of students who create profiles in the system.
- Coordinate the annual CMC Career Fair soliciting broad participation from local and regional employers and the CMC community.
- In coordination with the Dean, establish employment/placement goals, and assume primary responsibility for meeting such goals.
- Work with pending CMC graduates who are transitioning to work to assist them with locating job opportunities, preparing resumes and cover letters, practicing for interviews, setting up interviews (on or off campus) and ultimately entering the workforce.
- Work with current students to provide for workforce preparation opportunities and experiential learning in the form of internships, work experience, job shadowing, and other exploratory activities.
- Motivate and support program graduates to be successful in obtaining and retaining internships

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and/or employment including fostering development of an appropriate work ethic and job search and retention skills in program participants.

- Identify individual barriers to successful employment and assist in the development of an employability plan to overcome these barriers.
- Maintain records of student placement and support transactions.
- Provide follow-up assistance to students after placement in internships and employment.
- Work with CTE Instructors and Dean with modifications to curriculum based on input from employers to maintain current modalities of training for workforce readiness.
- In coordination with the marketing committee and public relations staff, develop brochures and contacts with media, industry, community groups, and government agencies to increase campus and community awareness of CMC's Career Services Center.
- Collaborate with regional groups as necessary to support regional activities and specific economic sectors as appropriate.
- Attend regular regional job developer meetings and CTE faculty meetings.
- Visit employer worksites to provide program information and develop internship and employment opportunities for students.
- Work with local Chambers of Commerce and other local constituent groups to gain additional internship and employment opportunities for students
- Establish and maintain business relationships in target and emerging economic sectors.
- Assist in the development and implementation of a work readiness program.
- Work with CTE Instructors to recommend modifications to curriculum based on input from employers to maintain current modalities of training for workforce readiness.
- Participate in regular meetings with CTE Instructors to evaluate and improve program effectiveness.

Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

Education and Experience:

- Minimum qualifications for a faculty member in a discipline taught at Copper Mountain College.
- Experience in career and technical education, work force development, career readiness, career counseling, or related field.

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Preferred Qualifications:

- Experience in the California Community College system.

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

Committee screening will take place one to two weeks from the closing date.

First interviews held two to three weeks from expected closing date.

*All dates are subject to change based on availability

EQUAL OPPORTUNITY STATEMENT:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/5146708/career-services-coordinator-full-time-faculty>

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Academic Services
Copper Mountain College

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