

**Career Services Specialist (Part-Time)**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=230781>

Downloaded On: May. 9, 2024 11:40am

Posted Feb. 15, 2024, set to expire Jul. 1, 2024

**Job Title** Career Services Specialist (Part-Time)  
**Department**  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Feb. 15, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Counseling Services

**Apply Online Here** <https://apptrkr.com/5020783>

**Apply By Email**

**Job Description**

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**Career Services Specialist (Part-Time)**

**Position Number:** CM-118-2024

**Department:** Technology and Health Division Office

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday hours arranged after hire

**Salary Range:** A-88

**Salary:** A-88Steps 1 - 6: \$2,704 - \$3,451 monthly

**Shift Differential:**

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Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 02/13/2024

**Initial Screening Date:** 03/07/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### Basic Function/Overview:

**DEFINITION:** Under general supervision, develops, promotes, implements, and provides career opportunities and internships for students; coaches students in employment skills; coordinates campus job fairs, career information workshops, and recruiting opportunities; acts as a liaison to provide students with resources regarding the assigned program to aid in furthering their education and successfully obtaining employment during and after the completion of their education; provides information to students, faculty, and other District staff; provides assistance for a wide variety of assignments related to the development and implementation of assigned programs, projects, and services including Work Study and Work Experience.

**SUPERVISION RECEIVED & EXERCISED:** Receives general supervision from assigned manager. May provide technical and functional direction and training to student workers.

**CLASS CHARACTERISTICS:** The incumbent in this classification is responsible for performing specialized program implementation and outreach tasks in support of career services for various District programs. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Incumbents at this level perform the full range of duties as assigned, working independently, and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other classifications in that it is a subject matter expert in the area of planning, organizing, and coordinating career service activities and events for the department or programs to which assigned.

### Essential Duties/Major Responsibilities:

1. Meets with students on a one-on-one basis to identify and evaluate career interests, employment readiness, and associated qualifications; coaches students on various employment skills, including resume, cover letter, and other employment document development, job searching, networking, interviewing, and transitioning from the classroom to the workforce; refers students to available positions, follows up with students and employers to ensure placements are satisfactory and

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successful.

2. Reviews and approves resumes submitted through the Districts online employment database; assists students with setting up and uploading career documents; assists students with completing online job applications.
3. Researches, analyzes, and interprets employment trends, market data, and high growth industries to identify potential career opportunities for students.
4. Coordinates and conducts employment preparation and career information workshops; creates, develops, and revises workshop materials, handouts, and packets.
5. Markets upcoming programs, services, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
6. Communicates with faculty to gather specific information on instructional programs and to solicit cooperation and assistance in making employment for students and graduates successful.
7. Assists employers with posting jobs and other technical issues related to the Districts employment database and website.
8. Arranges site visits with employers to provide visibility of programs and increase internships and career opportunities for students; maintains employer database; serves as campus coordinator for assigned employers, including coordinating presentations, maintaining student participation records, and coordinating internship programs.
9. Obtains proof of eligibility for Federal Work Study, Work Experience, and/or CalWORKs Work Study programs; promotes and solicits Work Study and Work Experience employment opportunities on and off campus; maintains an employment opportunity listing with position information; refers students to appropriate work study and Work Experience placement opportunities; conducts orientation meetings for students; maintains student records; prepares employment verification and other letters if needed to meet program requirements or for requesting agencies.
10. Plans, coordinates, and implements the Districts annual job fairs; recruits employers for fairs and speaker panels.
11. Participates in coordinating and implementing various related events and outreach and recruitment activities.

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12. Attends and participates in program-related community activities, advisory boards, and professional conferences and meetings concerned with the development and implementation of assigned programs and/or projects.
13. Compiles information and data for various reports; checks and ensures accuracy of the data.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Coordinates with departments, faculty, and staff to ensure compliance with Title 5 and Work Experience Program guidelines.
16. Ensures program learning objectives, policies, objectives, and timelines are established and met according to Title 5 requirements; reviews student transcripts and recommends program/certificates; ensures student mid-assessment reviews, evaluations, and exit interviews are completed; tracks student course hours; monitors required classes are completed.
17. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

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21. Prepares and delivers oral presentations related to assigned areas as required. 22. Performs other related duties as assigned.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, practices, and service delivery needs related to the development and implementation of career services and related programs.
3. Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
4. Research and reporting methods, techniques, and procedures.
5. Principles and practices of data collection and report preparation.
6. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
7. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
8. Record keeping principles and procedures.
9. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable,

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inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

4. Plan, implement, and coordinate assigned program services, projects, and activities.

5. Prepare outreach activities, brochures, reports, and other related program materials.

6. Provide sound advice and coaching to students related to career services.

7. Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.

8. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.

9. Respond to and effectively prioritize multiple phone calls and other requests for service.

10. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.

11. Establish and maintain a variety of filing, record keeping, and tracking systems.

12. Organize own work, set priorities, and meet critical time deadlines.

13. Operate modern office equipment including computer equipment and specialized software applications programs.

14. Use English effectively to communicate in person, over the telephone, and in writing.

15. Understand scope of authority in making independent decisions.

16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

17. Establish, maintain, and foster positive and effective working relationships with those contacted in

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the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in a related field; and 2. Three (3) years of increasingly responsible experience related to creation and implementation of job development and placement services or working in Career Technical Education (CTE).

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials

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and objects up to 20 pounds.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your

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application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

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**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11384>

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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