Coordinator, Service Learning and Career Services

Career Development and Workforce Center

Coordinate all career programs

Dean of Student Support Services

Career Staff and Senior Secretary

Responsibilities include but are not limited to:

1. Implement all aspects of the Service Learning program and shared responsibility of the Cooperative Education program. Work with Service Learning faculty and develop employer contacts for Service Learning and Cooperative Education positions and assisting with all events of the Career Development Center. Responsibilities include part-time and full time employment assistance resume writing and Job Search skills appointments and group presentations preparing students for Service Learning and Cooperative Education and employment opportunities, resume/cover letter development and interviewing skills.

2. Oversees the coordination and implementation of the Student Employment Program.

3. Oversees the Service Learning program. Recruits and advises students regarding service learning opportunities and works with faculty offering service learning options in their classes.

4. Develops systems for the administration and tracking of students’ successful completion of Service Learning and provides the structure for the inclusion of Service Learning on official college transcripts.

5. Oversees the coordination of the Service Learning Recognition Evening held annually.

6. Assists with the coordination of job fairs (fall and spring), College to Career Week Orientation, Student Worker Recognition Week, Workshops and Special Programs. Collaborations with other departments, presents informational sessions for International Student Orientation etc.

7. Shares the coordination of the Cooperative Education program. Assists employer representatives in their recruitment efforts to fill Cooperative Education positions related to the various courses of study offered on campus.

8. Critiques resumes and cover letters; advises students regarding service learning and cooperative education opportunities.

9. Facilitates employment skills workshops.

10. Assist with the administration of the College Central student employment website.

11. Advises and educates business/industry about the potential employees that the campus has to offer. Communicates with employer representatives to gather information on available...
positions and discuss the interest of students in such position. Also makes organizations aware of the course of study offered and generates interest in employing students/alumni majoring in these fields. Advises organizations of the service available and procedure to follow.

12. Collects researches and organizes information relative to Service Learning and Cooperative Education employment opportunities and career related information.

13. Performs additional tasks or duties as assigned by the Dean or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education:
Bachelor’s degree required with a minimum of 5 years career development and service learning experience in a college setting. Must be proficient with Microsoft Office, have exceptional oral and written communication skills.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE