

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

CAREER COUNSELOR

I. General Responsibilities

Under administrative leadership, it is the responsibility of the Career Counselor to develop career pathways in workforce and career areas as directed by the Dean of Career Technical Education and Workforce in compliance with funding requirements, a variety of federal laws and regulations, district policies and administrative procedures, business/industry recommendations, and support advancement of the visions, missions, and values of the colleges and District.

II. Specific Responsibilities

Responsibilities designed with an asterisk are primary to the Career Counselor role. All other listed professional responsibilities are examples of activities which are part of the unique role of each Career Counselor and is reflective of their individual expertise and interests.

A. Applicant Recruitment and Guidance

- *1. Develop and implement an ongoing assessment/advisement program to evaluate prospective participants for ability to succeed in the categorically funded program. Direct into appropriate program; suggest alternatives.
- *2. Develop brochures, media contacts, industry contacts, community group contacts, government employment agency contacts that correspond to the program funding requirements. Develop presentations and seek out opportunities for public appearances and media coverage to increase awareness of the categorical program.

B. Program Maintenance and Development

- *1. Assume primary responsibility for meeting contract enrollment goals.
- *2. Foster development of an appropriate work ethic and job search and retention skills in program participants; teach job search skills classes; conduct job search workshops at close of program; motivate and support program graduates to be successful in obtaining and retaining employment.
- *3. Identify individual barriers to successful employment and, in concert with program instructors, develop employability plan for overcoming these barriers.
- *4. Assume primary responsibility for meeting contract employment goals.
- *5. Provide leadership and direction in the development of an information system for tracking participant progress and maintaining records for each program participant to ensure contract compliance.
- *6. Provide leadership and direction for an internship program, including developing industry sites.
- *7. Develop and support a mentor program in concert with program instructors.

- *8. Serve as liaison between Grossmont College and the appropriate funding agency on an as-needed basis or directed by the appropriate manager.
- *9. Conduct orientation for program applicants and attend graduation ceremonies.
- *10. Participate in Business Advisory Council Meetings. Generate membership for the Council and maintain contact with Council members.

C. Curriculum Development

- 1. Participate in the development and review of curriculum as needed.

D. Program evaluation

- 1. Participate in the ongoing evaluation by faculty, staff, and students of program goals and objectives and how effectively they have been achieved.
- 2. Make appropriate recommendations for program improvement.
- 3. Participate in periodic evaluations of student progress toward meeting contract competencies.

E. Professional Development

- *1. Participate in required professional development activities.
- 2. Maintain and demonstrate an awareness and understanding of advances and changes in the substantive content of the subject field, particularly the psychology of disadvantaged individuals.
- 3. Attend professional conferences, seminars, and meetings.
- 4. Participate in planning, developing and implementing staff development programs.
- 5. Participate in institutional research activities and grants.

F. Additional Responsibilities

- *1. Attend and participate in program/department/division meetings.
- *2. Attend college-wide faculty meetings.
- 3. Participate in the process of shared governance by contributing to the academic community.
- 4. Participate in supervision of student assistants and paraprofessionals.
- *5. Report absences due to illness or personal necessity to appropriate Industry-management; advise management of intended date of return to assigned duties.
- *6. Attend and participate in case conferences on individual program participants when requested.
- 7. Other duties as assigned.