



## POSITION DESCRIPTION

<b>TITLE:</b>	Career & Transfer Services Specialist	<b>CATEGORY:</b>	Classified
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	E

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**JOB SUMMARY:** Responsible for providing administrative support to the Career & Transfer Services Department. Promote, solicit, and document professional and career opportunities for current students and graduates with the El Paso Community College District system.

**In-person work on campus is an essential function of this position.**

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### ESSENTIAL FUNCTIONS:

- |   | <b>YEARLY<br/>PERCENT OF<br/>TIME</b> |
|---|---------------------------------------|
| 1. Assess, refer, and inform students regarding professional and career opportunities. Provide technical support to students and employers using Career & Transfer Services computer programs (i.e. Career Corner).   | 25%                                   |
| 2. Research and identify academic and professional placement leads, schedule appointments, contact businesses, and promote opportunities to student and faculty. Review and ensure that employers provide proper documentation for eligibility to post job listings and seek resume referrals. Coordinate with academic departments to build academic and professional recruiting schedules to meet students' requests. | 25%                                   |
| 3. Develop or conduct Career & Transfer Services related workshops, seminars, trainings, and activities. Organize and coordinate educational recruitment visits, job or career fairs, interview schedules, and local or out-of-town Career Services related visits.   | 20%                                   |
| 4. Administer various Career & Transfer Services plans and procedures; assist in the evaluation of reports, decisions, and outcome of department services in relation to established goals. Recommend new approaches to improving efficiency of department and services provided.   | 15%                                   |
| 5. Compile data, prepare and submit reports; prepare correspondence; maintain files and records. Answer phones, schedule appointments, respond to questions and refer students to proper college offices as appropriate.  | 10%                                   |
| 6. Perform other duties as assigned.  | 5%                                    |

**SUPERVISORY RESPONSIBILITIES:** Provide work direction to assigned staff.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Strong computer skills and experience managing databases;
- Ability to interact effectively with students, staff and general public;
- Position requires the ability to produce new, imaginative, or innovative solutions;
- Possess strong organizational, interpersonal, and communication skills (oral and written);
- Ability to solve practical problems and handle a variety of concrete variables in situations where only limited standardization exists; and
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**2. Equipment Used: Personal:** Personal computer, fax, telephone, copier, and other equipment associated with an office environment.

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to handle. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

<b>PHYSICAL ACTIVITIES:</b>	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>WORK ENVIRONMENT:</b>	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (Clear vision at 20 feet or more)	X
Color vision(ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very Quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.*

***I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.***

***X***

***Employee Signature***

***Date***