

- x Promote the quality and success of the program and students by making site visits, following up with the employers and placement sites, and soliciting and acting on feedback from all participants in the program.
- x Attend and participate in CTE advisory committee meetings and other appropriate meetings where internships and job placement could be advanced, and industry-informed job and career pathways could be developed, such as the Strong Workforce Board, the South Bay Regional Consortium.
- x Coordinate and collaborate with other offices and individuals on campus who provide career development, cooperative education, apprenticeships, mentorships and internships, to ensure a coordinated effort, and the broadest possible range of extra- and co-curricular practical experiences for students.
- x In collaboration with area faculty and counselors, assist with the development of appropriate orientation programs and/or materials for all participants in the job and internship programs.
- x Implement orientation programs for participating faculty and businesses.
- x Maintains student records, monitors student progress and attendance, and performs record-keeping activities as appropriate.
- x Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness (Program Planning and Assessment), and, in collaboration with the supervisor and site manager, implements program modifications as necessary.
- x Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- x Best practices in serving the needs of career and technical education students.
- x Teaching and learning principles and practices.
- x Computers and various applications and instructional software programs, as well as other technologies applicable for use in college classes.
- x Leadership and communication skills.
- x Workshop organization and meeting facilitation practices.
- x Community college-level subject content in CTE.
- x Problem solving and study skills.
- x Record-keeping and maintenance techniques.
- x Business and Industry and job and internship placement programs.
- x Oral and written communication and team building skills.

SKILLS AND ABILITY TO:

- x Work collegially with faculty, administrators, and business leaders to foster student success.
- x Use correct English, grammar, spelling, punctuation, and vocabulary.
- x Establish and maintain cooperative and effective working relationships with others.

- x Work independently with little direction.
- x Plan and organize programs in a highly collaborative, multi-stakeholder environment.
- x Perform data analysis and prepare comprehensive reports and records.
- x Maintain confidential information and accurate records.

EDUCATION AND EXPERIENCE:

A bachelor's degree and two years' experience working in an educational setting or with job placement services.

Recent experience in program development, project management, job placement, internship building, human resources, or similar experience or services is desired.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license as required by position.

PHYSICAL EFFORT/WORK ENVIRONMENT: Office environment; driving a vehicle to conduct work; traveling to partner business and industry settings; constant interruptions;