



Career and Academic Pathways Specialist

Posting Closing Date: Thursday, November 17, 2022

**Full-Time 12-month Position (1.0 FTE)
40 hours per week plus benefits
Classified Salary Schedule, Track 17
(Currently: \$29.48 - \$35.83 per hour)**

About Gavilan:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

Ideal Candidate:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to

attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the principles, practices, and service delivery needs related to the development and implementation of career services and transfer related programs while demonstrating a commitment to student-centered practices, effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

Under the supervision of Dean of Student Learning, Equity Success for Enrollment Services and Pathways the CAP Specialist develops, promotes, implements, and provides opportunities related to career, transfer, and internships for students; coaches students in employment skills; coordinates campus job/transfer fairs, career information workshops, and recruiting opportunities; acts as a liaison to provide students with resources regarding the assigned program to aid in transferring after graduation and successfully obtaining employment during and after the completion of their education; provides information to students, faculty, and other College 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.

The Position:

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Career and Academic Pathways Specialist position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

Under general supervision, with a focus on working with the Career & Academic Pathways (CAPs) to implement, coordinate and provide services and programs that engage and support students in career exploration and transfer; to assist in monitoring and maintaining the career transfer center budget; to coordinate special events related to career and transfer services; and to perform related duties as assigned.

Distinguishing Characteristics:

This is a single position classification providing services to students and others in the areas of career exploration, and articulation, application and other matters related to transfer to baccalaureate institutions, working in coordination with faculty and staff.

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Provides guidance and supports to assist CAPs in embedding career exploration into students' instructional experiences, including faculty outreach for classroom presentations and activities;
- Directs and assists Gavilan College students, high school students and others in career exploration, use of career guidance software and resources for school and career research, and application of assessment and testing results to career and college decisions
- Serves as a point of contact for employers interested in recruiting students and partnering with Gavilan, co-manages Gavilan College's job board and develops and manages relationships with local business associations and other external stakeholders to support opportunities for jobs, internships and other work-based learning experiences;
- Provides leadership in the development and implementation of a viable internship program, including employer engagement; employer site visits to identify appropriateness and relevance to students; coordination with instructional and counseling faculty; student outreach and support; and program administration;
- Identifies and supports efforts to outreach and engage alumni who can assist in career and transfer activities;
- Oversee and update career and transfer webpages and obtains and maintains materials for the career and transfer center library to support students having increased connection to Gavilan resources and better understanding of how to identify and attain their career and transfer goals;

- Coordinates and implements special events including Transfer Day/ College Fair, and Career Day, including arranging presenters/exhibitors, advertising, recruiting attendance, and all logistics;
- Works with counselors, supports and assists students in the processes of transfer, application to baccalaureate institutions, and articulation agreements.
- Works closely with baccalaureate colleges, vocational schools and others to coordinate visits and services for transfer-directed students;
- Refers students to other relevant campus resources including instructional and student service areas; coordinates closely with resource/referral/services on campus and at other colleges;
- Initiates, schedules and coordinates special workshops and assistance from/for faculty and others to assist students in preparing for career and transfer;
- Identifies needs and provides specialized career and transfer support services to targeted student populations;
- Develops and implements marketing programs to inform students of program services, developing materials, placing advertisements, and making presentations;
- Supervises, trains and evaluates student assistants;
- Monitors budget expenditures and makes fund transfers as approved;
- Attends and participates in a variety of expositions, committees, and meetings;
- Maintains records and prepares reports;
- Provides clerical/office support including maintaining supplies, reception, telephones, duplicating mail and related duties.

Minimum Qualifications Education and Experience: Any combination of training and experience equivalent to:

Knowledge

- Principles, practices and resources used in career development to support career readiness including application of assessment results to career exploration.
- Effective ways to engage students, including those with barriers, helping them feel supported and motivated and identifying ways to improve access to services and opportunities.
- Labor market trends and industry needs.
- Methods, policies, and software for inter-college course articulation.
- Business arithmetic and budget tracking.
- Campus, baccalaureate institution, and community resources for students as pertains to career and transfer activities.
- Modern computer use.
- English grammar, spelling, and punctuation.

Skills and Abilities:

- Assisting students and others in career exploration and transfer processes.
- Collaboratively working on career and transfer activities with internal teams and colleagues and externally with stakeholders, which can include employers, baccalaureate colleges and other partners.
- Evaluating programs, identifying needs, and planning and implementing (a) complex program area(s) goals, objectives, policies and procedures.
- Creating and managing effective on-line and digital resources.
- Planning and coordinating major events including presenters, exhibitors, scheduling and logistics.
- Planning and delivering effective oral presentations to committees and meetings.
- Preparing and maintaining a variety of reports, records, logs, and forms.
- Collecting, organizing, and analyzing data, information, and resource materials.

Other Requirements:

Must possess a valid California's driver's license and have a satisfactory driving record; must be able to work outside of normal work hours for special events.

Illustrative Education and Experience:

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with major course work in career development, counseling or a related area, and three years of experience in career planning, program administration, or a closely related area.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Speech and hearing to give and receive instructions, information, and presentations; vision to read text and computer screens; manual dexterity to use standard office equipment. This work is performed primarily in an indoor setting.

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

To be considered for this excellent opportunity the following items are required to be received by the CCC Registry no later than **5:00pm on Thursday, November 17, 2022 through the following [CCC Registry website: www.ccregistry.org](http://www.ccregistry.org)**

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information, and Diversity Statement). Apply at www.ccregistry.org *
2. Cover letter detailing qualifications and experience*
3. Abbreviated Curriculum Vitae or Resume*

*Denotes application materials that are required for full consideration.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the [CCC Registry website](http://www.ccregistry.org), please contact the CCC Registry directly at registry@yosemite.edu or call (800)245-4157.

Please make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact