

Career Services Coordinator

15 openings for the location in Gardena. It is a trade school = temp to hire. You don't have to have experience, but they HAVE to be personable, outgoing and can speak in front of a crowd.

Temp to hire; \$15.82 – after 720 hours - \$16.82.

Position Summary

The Career Services Coordinator assists the Director of Career Services in administering career development and employment assistance for the students and graduates of the campus. This position ensures the delivery of effective and quality service to students and graduates in the following areas: career readiness, classroom seminars, part-time employment, business development, externship and career placement assistance

Primary/Essential Duties and Responsibilities

- Complies with all Federal, State, accreditation and institutional policies and procedures.
- Achieve placement results in each program as established by accrediting agencies, state entities and current established company targets.
- Identifies entry-level job opportunities for graduates and students through employment ads, phone calls, personal contacts, community outreach to develop job leads and employment sites, the internet and written correspondence.
- Partner with the Externship Services Coordinator to ensure externship placement for eligible students.
- Achieve a 90% placement rate
- Maintain contact with local employers to obtain job opportunities to enhance and develop business relationships and to facilitate externship and graduate placement.
- Invite employers to speak to students and graduates.
- Organize and facilitate campus career fairs for students and graduates.
- Coordinates and compiles surveys to graduates and employers.
- Updates and maintains the Career Services database, documentation, reports and student records in accordance with company policy and accreditation requirements.
- Deliver and coordinate career development workshops on a monthly basis.
- Assists with maintenance of current occupational library.
- Contacts prospective employers and meets with existing employers to determine need and to explain placement services.
- Ensure ethical and accurate placement documentation and recordkeeping which meets all company and regulatory agency standards.
- Promote alumni and employer presentations to staff and students.
- Must possess a valid driver's license and be able to drive in the United States.
- Other duties as assigned.

Key Success Factors

- Meet or exceed placement standards as determined annually by IEC.
- Achieve graduate placement rate of 70% minimum in each program assigned.
- Develop sufficient new employers to maintain a 3:1 ratio of jobs orders to graduates in each assigned program.
- Partner with Externship Services Coordinator to develop sites in assigned programs to place extern-ready students within 5 days of career-readiness completion.

Career Services Coordinator

Essential Skills And Experience

- High School Diploma or equivalent required. Bachelor's degree preferred.
- Excellent customer service, oral and written communication and presentation skills.
- Ability to work effectively as a member of a team.
- PC efficiency in MS Office.
- English will be the primary language used; bilingual abilities useful but not required.
- Sales experience is necessary
- Ability to source and develop relationships with employers

Direct Reports

None

Physical And Mental Demands

Must be able to drive and have regular access to an automobile. Must have a current valid driver's license and insurance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical - standing, walking, sitting, handling papers and folders, ordinary talking, hearing and vision, lifting up to 25 pounds.

Mental - alertness, precision, ingenuity, problem solving, analytical, memory, concentration, judgment, writing ability, reasoning, initiative, patience.

Must be flexible with hours including nights and weekends

Qualified candidates can email their resume to nadiah.albadri@ajilon.com or jthomas@goodwillsolac.org

Nadiah ALBadri - Account Executive

AJILON OFFICE

19191 S. Vermont Ave, Ste 840, Torrance, CA 90502

nadiah.albadri@ajilon.com

310-527-7770 phone, 310-527-0017 fax

Janaya Thomas

Employment Service Coordinator

Goodwill, Serving the People of Southern Los Angeles County

Long Beach Multi-Service Center

1301 W. 12th Street, Long Beach, CA 90813

Phone 562-733-1147, Ext. 150 Fax 562-733-1157