

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

Department	Career and Job Placement Center		
Position Title	Career Center Specialist		
Salary Range	28	Annual Salary at Step B*	\$3,505
Hours/week and # of months	40 hours/ 12 months		

*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the ***new position or the increase in FTE for an existing position*** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

- 10-month
- 11-month
- 12-month**
- Seasonal (specify):

What type of position is being requested?

- New general fund position**
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this). What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

This position will work with the supervisor to provide administrative coverage for the Career Center. They will assist students in finding jobs, creating resumes, assisting with career fairs, and job placement needs. This person will manage the job board and employer recruitment. This person will create marketing materials, answer phones, schedule student appointments, and employer tabling for recruitment. They will be the first point of contact when a student or employer walk through the door. They will provide technical assistance to students with career assessments and job development. This person will have expertise in Career and Job Employment Development.

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2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

No

3. How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? *(200 words or less)* **(Rubric Criteria 1)**

Duties that are more appropriate for a full-time classified employee are currently being performed by two hourly workers. The Career Center is currently shared with the Transfer Center and the absence of this position has also impacted the Transfer Center's hourly workload. Due to lack of staffing the Career Center does not have around the clock coverage, which results in gaps in scheduling. This greatly impacts the quality and reputation of the program when phone calls, emails and walk-ins are not taken care of on the spot or in a timely manner. The lack of coverage also impacted career counseling appointments in 2017-2018, as they were often interrupted by phone calls and walk-ins. This position was voted on by all full-time counselors, including those from categorical offices, as the number one greatest need for classified staff among the Counseling Department. Additionally, the new Career Center is set to open for this summer 2019, but we currently do not have Career staff to place in the center.

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? ****Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.**** *(200 words or less)* **(Rubric Criteria 2)**

The Career Center had a total of 1,612 student contacts (including returning and follow-up services) for the 2017-2018 academic year. With the implementation of Guided Pathways the demand for career services will only increase. The school's data shows there was a positive correlation between using career services and student success (see attachment). Students who utilized career services were shown to have higher retention rates and course success in comparison to all other students. The center had a General Counselor coordinate the center at a .5 reassign time and they have now moved into instruction. The center's adjunct career counselor was promoted to a full-time General Counselor, both positions remain vacant. This position was last filled on 6/20/2012.

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5. How would this position's main duties specifically support the institution's strategic priorities?

(200 words or less) **(Rubric Criteria 3)**

Priority #1 Guided Student Pathways: This position directly supports Guided Student Pathways as the Career Center is the first place students should start when choosing a career pathway. Career Pathways is one of the five priorities of the SWP grant in which Guided Student Pathways is part of the planning and goals.

Priority #2 Student Validation and Engagement: The Career Center provides validation and engagement; helping diverse student populations understand themselves through personality assessment. The center works with students on cultural values, interests and skills in choosing a career and employment.

Priority #3 Organizational Health: The Career Center should be a priority for the entire organization. Students go to school to fulfill career goals and attain employment. The organization's professional development should be centered on fostering student career goals. The Career Center can help with this and should be in a central place of the organization. See Career Center Model and Guided Pathways Career Center Model attachments for additional information.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

(150 words or less) **(Rubric Criteria 3)**

This position would allow for smoother and timelier correspondence and scheduling requests from students and employers. This position would allow for more time to foster and enhance our relationships with businesses and employer organizations. This position would improve and meet the demands required to host career fairs and campus related events. This position would improve marketing, outreach, and dissemination of career related materials. Career materials, assessments and research tools would be up to date and maintained on a consistent basis. The online job board would be effectively utilized to its maximum potential and maintained.