



**New Classified Hiring/Position Justification**

**Hiring Division/Department:** Division of Student Services      **Position Title:** Career Resources/Counseling Aide

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**Classification**

Position type: Permanent \_\_\_\_\_ Full Time X/Increase # of months 12  
 Part Time X % of Full Time 48/Current # of months 12

Position: General Funds \_\_\_\_\_  
 Allocation: External Funds\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Budget Information**

Current/  
21,893,  
Increase

Grade 19 Step 1 Annual Salary 45,612

**Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
2. Explain how this position aligns with and supports the mission and strategic goals of the college.
3. Explain how adding this position will strengthen the department or division.
4. Explain how this work will be accomplished if the position is not filled.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

\_\_\_\_\_  
**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**

**Division of Student Services**  
**Request Increase from 48% to Full Time**  
**For Career Resources/Counseling Aide**  
**Career Center**

**1. Specific Needs and Duties for Position**

Reporting to the Career Services Program Supervisor, the Career Resources/Counseling Aide will provide support in the planning, implementing, and coordination of the Career Center, Employment/Internship Assistance, Online Job Board Management, Resume, Cover Letter Assistance, Delivering Workshops, Classroom visits, and Career and Job Fair Assistance.

**Typical duties may include the following:**

1. Supports the exchange of information with students, staff, employer representatives, other educational institutions, contractors and vendors concerning career program services and information. Supports and delivers services needed for the Career Center programs, events, activities and services.
2. Assists students in determining existing job skills and the skill requirements of various career opportunities; coordinates the administration of career assessments and diagnostic surveys; meets with potential employers to identify current and future job placement opportunities, and to develop and modify jobs to provide suitable employment for students and other program participants; coordinates introductions and follow-up for student job placements; refers students to career and other counselors, instructional programs and to other college offices as appropriate;
3. Uses a variety of computer software and the Internet in job-seeking; confers with students about career and job information found online; assists students in contacting potential employers, preparation of application materials and interview readiness.
4. Enters, modifies and retrieves online data related to career resources, employer profiles, client records and placement follow-up, job opportunities, student placements and other information; uses a variety of computer software, including spreadsheets, to format, compose and prepare statistical, demographic and other reports, correspondence, memoranda and online and print publicity materials; researches complex data for a variety of presentations, reports, surveys and other uses;
5. Supports special events and activities in conjunction with the Career Center Supervisor; provides clerical and other related event and activity support such as planning and scheduling speakers, confirming sites, availability of participants, compiling event materials and follow-up as assigned.

**Nonessential Functions**

1. Performs other related duties as assigned.

## Staffing Concern

Cañada's Career Services moved to the Grove in August 2012 and, has seen increasing student traffic from 9am – 7pm. However, while hours for the center are more stable than they were a year ago due to the added 18 hours a week of staffing, it is still difficult for the center to be open all posted hours due to the need of the supervisor to attend meetings and committee commitments, many of which occur on days or times that are not covered by the Aide. In addition, with as many as 30 positions being submitted each day, at least 4 hours per day of the Aides time is currently dedicated to the management of the online job board, follow up with employers, and incoming business requests for posting positions outside of the online system. The other time is dedicated to other office tasks, appointments, workshops, etc...

### 2. How Position Supports the Mission and Strategic Goals of the College

The *Completion Objective 2.10 in the Master Plan states that Cañada will:* Improve completion by expanding the Career Center and having it closely linked with instructional programs.

Activity	Timeline	Responsible Individuals	Assessment
1. Develop plan for making connections for community, businesses, faculty and staff to create internships/work experience opportunities: promoting resources to students; and linking with instructional programs.	Spring 2012 On going	<ul style="list-style-type: none"> <li>Career Center Director</li> <li>Director, Workforce Development</li> </ul>	Plan Developed

*Community Connections Objective 3.3: Integrate service Learning and Internship opportunities for students into academic and student life.*

Activity	Timeline	Responsible Individual(s)	Assessment
2. Provide service learning opportunities for students	On-going	<ul style="list-style-type: none"> <li>Director, Student Support Services</li> <li>Deans</li> </ul>	Number of Service Learning opportunities

### 3. How This Position will strengthen the Division of Student Services and Cañada

In order to efficiently provide increased and consistent services to our students and fulfill the 2007 Accreditation recommendations to increase equitable access to services in the area of career, a permanent part-time Career Resources/Counseling Aide for Career Services was hired in December of 2013. With the increased employer and student usage of the Career Center, as well as services such as SparkPoint coming online that directly channels students through the services provided by the Career Center, this position needs to be expanded to full-time.

If expanded, new and increased services including, more job related events can occur. Further, increased coverage will enhance the centers ability to accommodate new and existing programs such as:

- With the creation of SparkPoint for Cañada, many of the offered/referred services lead to the Career Center. As their student base grows, so too will the demand for career services....we must prepare now to be ready for the increased demand.
- Increased ability to plan and get more business on campus for info sessions, onsite interview sessions, and recruitment.
- Increased classroom visits to deliver information on careers and workshops.
- Partnerships with short term employment services such as TeenForce, Jobtrain, and the Bay Area Workforce Funding Collaborative.
- Since the Career Center relocated to the new student center in the summer of 2012, and thus became more visible to students, the need for the center to always be staffed for students becomes paramount.
- One-to-one and/or small group sessions.
- Maintenance of the web-based job board (jobZONE), resource library, and website.
- Providing services to our Certificate/Vocational Program students to help them achieve their career goals at the certificate and AA level in the job search process, which includes outreach to their programs, classrooms and professors as well as the possible employers for these students.
- More career workshops on campus each semester on topics such as:
  - Finding the Right Major
  - Job Search Skills
  - Resumes
  - Cover Letters
  - Interview Development Skills
  - Time Management

**4. Explain How This Work Will Be Accomplished If the Position is Not Filled**

Career Services will continue to function at a high level of professionalism even if this position increase request is not granted. However, in order to expand services and increase access for students the requested increase to full time is vital.

Student assistants when available will be utilized however, use of student assistants has typically not provided consistency in services due to the changing nature of students' school lives and the fairly high degree of career and student development knowledge and expertise required, and would therefore severely limit the scope of what can be offered to our students.

It is highly recommend that we follow the same lead as Skyline which has a fulltime Counseling Aide in their Career Center who performs many of the duties described in this justification.

**1. Additional Information**

**Past requests for additional support staff hiring justifications to SSPC**

<b>Department</b>	<b>Year</b>
Career Services	2013, 2012, 2007