



## Technical Professional – Career Service and Experiential Learning Coordinator – Position 400590

**Start Date:** Summer Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$40,000 – 44,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on June 12, 2015.

### Responsibilities

Provide individual and group career coaching for students regarding career and academic major exploration and experiential learning opportunities that align with the goals and mission of Red Rocks strategic initiative to increase the retention and completion of our students. Utilize career assessments and web-based resources with students to deepen their development in choosing a degree and/or career path. Advise students and deliver presentations on job readiness skills, such as resume/cover letters, job search strategies, networking, interviewing, and other relevant topics. Assist in the implementation of job fairs, on-campus interviews, job shadowing programs, and employer networking events. Maintain relevant career resources on the Career Success Center website ([www.rrcc.edu/career-services](http://www.rrcc.edu/career-services)). Develop and maintain relationships with employers to establish experiential learning opportunities, such as internships, informational interviews, and job shadowing, for RRCC students. Oversee a comprehensive, centralized internship program; recruit, counsel and place RRCC students in credit-bearing, program-related internships, manage intern files/records, and establish on-going internship partnerships with employers.

### Qualifications

**Minimum Qualifications:** Bachelor's degree in a related field. 1-3 years of experience working in a career/internship advising setting or equivalent combination. Demonstrated knowledge of career development theories. Proficiency with career exploration resources and assessment tools. Ability to

collaborate effectively with faculty, staff, administrator, and employer stakeholders. Experience developing, marketing, and implementing career workshops and programs. Excellent communication, organizational, time management, and planning skills Proficiency in database management, MS Office programs, and use of the Internet.

**Preferred Qualifications:** Master's degree in Counseling, Career Counseling, College Student Personnel, Human Resources, or related area. Experience with and/or certification in Strong Interest Inventory and/or Myers-Briggs Type Indicator use and interpretation. Experience working with students at a community college and familiarity with the strategic initiatives associated with student retention and completion. Demonstrated knowledge of job and internship markets in Colorado. Experience working with diverse student populations (i.e. age, race/ethnicity, socioeconomic status, etc.). Bilingual (Spanish-English).

### **To Apply**

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

### **About Red Rocks Community College**

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rccc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rccc.edu](mailto:hrjobs@rccc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources,

## Red Rocks Community College | Position Announcement

Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*