



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
East Broad Campus

Created on: 10/17/2025  
Revised on: 10/22/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Career Coordinator (Workforce Development)</b>	<b>C3</b>	<b>7</b>	
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Dean of Workforce Development</b>	Exempt	Yes	No

**This Is a Grant Funded At-Will Position For Which The Attainment of Non-Probationary Status (Tenure) is not available. Continued Employment Contingent Upon Funding.**

**JOB SUMMARY:** The Career Coordinator (Workforce Development) provides guidance and support to students pursuing Career and Technical Education (CTE) programs, helping them navigate Career Technical Program pathways, financial aid, and work-based learning opportunities. This role involves advising, recruitment, and collaboration with faculty, staff, and industry partners to enhance student retention and success. The Career Coordinator also engages in outreach efforts, ensures seamless transitions for prospective students, and monitors student progress to promote career readiness and post-secondary placement.

**QUALIFICATIONS:**

- ◆ Associate’s degree from an approved U.S. Department of Education accredited institution **required**
- ◆ Bachelor’s degree *preferred*
- ◆ Fifteen (15) semester hours in an area of career technical education *preferred*
- ◆ Three (3) years of experience in recruiting, instruction, curriculum, dual enrollment, counseling, career coaching or administration at the K-12 level or higher education *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of CTE programs and curriculum
- ◆ Must have valid unexpired Driver License
- ◆ Must have strong interpersonal skills and be able to communicate effectively both orally and in writing
- ◆ Must be proficient with standard computer programs and administrative software such as the Microsoft Office suite
- ◆ Knowledge of Alabama Community College System and Gadsden State Community College policies and procedures
- ◆ Knowledge of Gadsden State Community College degrees and certificate programs
- ◆ Must be able to work flexible, nonstandard hours

## **DUTIES:**

- ◆ Assist students in identifying their interests, values, strengths, and career goals through assessments and one-on-one discussions.
- ◆ Provide students with guidance on effective job search techniques, including online job boards, networking, informational interviews, and using social media for professional branding.
- ◆ Develop opportunities for students to explore various career options and understand the requirements and opportunities associated with each.
- ◆ Assist students in developing effective resumes and cover letters that highlight their skills and experiences relevant to their desired careers.
- ◆ Prepare students for interviews by conducting mock interviews, offering feedback on their performance, and coaching them on how to answer common interview questions.
- ◆ Assist with Gadsden State work-based learning program applications, transcripts and qualifying documents.
- ◆ Build and maintain relations with local businesses and industries to expand internships, apprenticeships, and work-based learning opportunities for students.
- ◆ Stay informed about changing job market trends, emerging careers, and evolving employment practices to better advise students on current and future opportunities.
- ◆ Actively market and promote career coaching services while developing and implementing outreach tactics to increase awareness of these valuable resources and career service opportunities for students, alumni, faculty, staff and employers.
- ◆ Maintain records of student interactions, career outcomes, and other relevant data to track the impact of career coaching services and make improvements as needed.
- ◆ Performs clerical functions, including but not limited to: Coordinating content and assembly of information/application packets, Dual enrollment, Reinstatement requests, and other areas assigned by the program chairs, and/or Dean of Career & Technical Education.
- ◆ Assist with monitoring grades for students enrolled in current and future work-based learning programs.
- ◆ Respond to inquiries from prospective CTE students using, but not limited to, social media, telephone and e-mail inquiries
- ◆ Complete and provide a Career Coordinator Performance Report monthly to ACCS.
- ◆ Assist with tours of our campuses.
- ◆ Perform other duties as assigned.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environmental characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ Mobility: Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ Manual Dexterity: Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ Lifting: Ability to lift and carry materials weighing up to 25 pounds
- ◆ Communication: Clear and effective verbal and written communication skills are essential

**Work Environment:**

- ◆ Setting: The position is based in a typical office environment within an educational institution
- ◆ Travel: Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ Schedule: Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ Interaction: Regular collaboration with various departments, faculty, staff, industry partners, and external organizations

**Reviewed by: Director of Human Resources, Dean of Workforce Development**

**Employee Name:**

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**Employee Signature**

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**Date**