

**Map Your Future Coordinator/Career Coach  
Job Description and Responsibilities  
2011-2012**

Division: Middlefield Campus  
Department: Career & College Connections  
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**DESCRIPTION:**

Under the direction of the Middlefield Campus Career and College Connections (MCCCC) Director, provide assistance to special programs supporting grant objectives for the Foothill College Career Technical Education (CTE) SB70 and CTE Transitions grants and their affiliated programs. Provide work support to student leaders and grant partners. The Map Your Future (MYF) Coordinator/Career Coach is also responsible for collaborating in the development and coordination of the MYF Program and the coordination of MCCCC services. The opportunity is short-term (one year commitment is preferred), part time, project specific and funded by CTE grants.

**RESPONSIBILITIES**

1. Provide career exploration activities, general college and CTE information to middle school, high school, regional occupational program (ROP) and adult education students and parents.
2. Provide career and college coaching, support transition to employment and/or college programs to the MYF students.
3. Work with partner high schools to schedule regular visits for on-site CTE activities, including information tables, classroom presentations, and one-on-one time with interested students.
4. Provide CTE outreach materials, including college catalogs, program flyers and brochures to partner high schools and ROPs.
5. Collaborate with the training of a small group of Foothill student leaders, to be peer advisors and mentors to prospective students.
6. Collaborate with local high schools to coordinate services helping underrepresented students get to and succeed in college.
7. Initiate collaboration with Cal SOAP to coordinate an annual conference that highlights CTE opportunities, coursework and trends.
8. Work with NOVA Youth @ Work to coordinate outreach events to promote their services to youth in local high schools.
9. Collaborate with MCCCC Director in the preparation of grant reports, proposals and budgets.

**MINIMUM SKILLS PREFERRED**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Knowledge of CTE Programs, articulation, credit by examination, and concurrent enrollment processes, as well as internships and co-op.
3. Experience with career interest, motivational skills and personality assessment tools.
4. Familiarity with Cal SOAP and *NOVA Youth @ Work* programs and their objectives.
5. Ability to train and provide work direction to student leaders.
6. Basic computer skills, including knowledge of operating systems, software and assigned office equipment.
7. Interpersonal skills using tact, patience and courtesy.
8. Able to communicate effectively both orally and in writing.

**WORKING CONDITIONS**

**ENVIRONMENT:**

1. Office environment.
2. Some interruptions.
3. Driving a vehicle to conduct work.