

COOPERATIVE EDUCATION AND JOB PLACEMENT CTE MODEL

WORK-BASED LEARNING

CO-OP ED COORDINATOR (11 months)

- oversight of CE and JP general operations (including fiscal)
- instruction
- personnel
- course scheduling
- program recruitment
- field site development
- program review
- grants (County, Perkins, RDP)
- program status reports
- curriculum development with CTE and ABIT programs for work-based learning components
- marketing and publicity about services
- advisory committee
- community capacity building

1- Student Assistant (20 hrs/wk, 2 semesters)

- With immediate supervision from the Job Developer and general oversight from the Program Coordinator, the Student Assistant shall:
- Assist with placement activities (job orders, job fairs, mini fairs, job shadowing).
 - Assist students with employment readiness activities (Career Access, Career Kokua, sece), resume, interview prep
 - Set up binders, campus postings
 - Assist with campus publicity

CAREER DEVELOPMENT

JOB DEVELOPER (9 months)

- employer partnership development
- workshop coordination
- direct service to customers
- instruction
- tracking data for reports
- sece, Career Kokua and Career Access liaison / trainer
- knowledge of CTE and ABIT program curricula for alignment of SLOs with placement
- marketing and publicity about services
- interface with Co-op Ed for alignment of services and networking
- interface with Workforce Development Division

1 - Perkins-funded IT Specialist (APT, 11 months)

- With immediate supervision from the Job Developer and general oversight from the Program Coordinator, the IT Specialist shall:
- Create databases for tracking data and generating reports (monthly, quarterly, annual and others)
 - Track sece, Career Access, Career Kokua data for reports
 - Set up career center lab and maintain equipment
 - Set up/maintain website
 - Create on-line format for Co-op and Job Placement materials

REVENUE PROJECTS

**No charge for services: UH system current students;
ABIT and University Center-Maui students**

**Fee for services: non-UH system students and all
graduates:**

- resumes, interviewing, portfolio,**
- Career Access, Career Kokua**

Fee for supplies: all customers

- diskettes/CDs**
- paper, printing**
- printed materials**
- video rentals**
- use of equipment**
- use of facilities**

Fee for services to businesses:

- Job Fairs**
- job listings**
- placements**
- training**
- consultation**