

**CAREER EDUCATION TECHNICIAN**

Definition

Under general supervision, to assist in the operation of the Career Center; to provide a variety of clerical and technical assistance for career education programs; and to do related work as required.

Examples of Work Activities

Aids students in locating career information resources and completing related instruction for work experience; assists with student testing, mail-in and pre-registration; types, files, and answers phone; makes appointment for college representatives as well as staff members; maintains work experience lists and follow up studies; assists with Summer Youth Employment Program including payroll, Career of the Week and various Counseling Center activities; keeps occupational file up to date; issues work permits; helps oversee other personnel assigned to the Career Center; may assist in Library; may provide clerical support for staff.

Employment Standards

**Education and Experience:** The ability to carry out oral and written directions read writes and speaks at a level sufficient to fulfill the duties to be performed for the position described; one year of general clerical and typing experience; one year of library experience or equivalent course work is desirable.

**Knowledge of:** Must possess knowledge of office procedures and equipment; good English, spelling, punctuation and arithmetic; modern business practices.

**Ability to:** Must also possess the ability to type at a speed of not less than 55 words a minute from clear copy; perform clerical work of moderate difficulty without close supervision; analyze situations accurately and adopt effective courses of action; type accurately from dictating machine records.

ADOPTED:

H.S. BOARD: 8/78

REVISED:

H.S. BOARD ?