



JOB DESCRIPTION

Position Code: 981
Classified Group: CSEA
Salary Range: 25
Work Days: 238
Page 1 of 3

POSITION TITLE: College and Career Center Technician

DEFINITION: Under general direction, organizes and maintains the operations of assigned school-site college and career center to provide information to students, parents, and staff relating to career and/or educational opportunities; collaborates with counseling staff to align career center operations with district-wide counseling program initiatives; serves as a district liaison with local employment and job placement/training agencies.

DIRECTLY RESPONSIBLE TO: Site Administrator or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Maintains and updates a library of resource materials and information on colleges and universities (i.e. catalogs, scholarship database, etc.) and career and employment opportunities (i.e. employment trends, career descriptions, vocational training programs, etc.).
2. Provides guidance and assistance to students, staff, and others utilizing program equipment, systems, and resource materials available to perform research pertaining to college and/or career opportunities.
3. Responsible for advertising and promoting resources and programs available to students (i.e. scholarships, internships, career employment opportunities, etc.).
4. Prepares informational resources (i.e. brochures, flyers, informational packets, newsletters, etc.) to distribute to students.
5. Provides assistance to students to aid in the completion of various post-secondary education registration and eligibility forms (i.e. college/university online applications, post-secondary readiness exams registration, NCAA eligibility forms, financial aid applications, etc.) and employment related documents (i.e. employment applications, etc.).
6. Collaborates with counselors to schedule career and/or technical educational assessments to provide students with information on education and/or career opportunities.
7. Facilitates presentations and workshops designed to enhance job skills of students (i.e. resume building, interviewing techniques, job searches, etc.).
8. Establishes and maintains collaborative relationships with community businesses and job placement/training agencies to promote employment opportunities/career pathways available to students.
9. In conjunction with counselors, serves as a liaison for the district to develop and maintain relationships with university/college admission offices and military personnel.
10. Coordinates and schedules career days, special events, college representative presentations, career speakers, military representative presentations, etc. and makes arrangements for student visitations of university/college campuses.
11. Issues student work permits in compliance with the requirements of the California Department of Labor.
12. Makes referrals to appropriate district staff to further assist students, parents, and/or staff.

13. Maintains webpage and master calendar of scheduled events to coordinate the use of program resources.
14. Collaborates with the Career Technical Education (CTE) department to provide assistance and may participate in CTE registration activities.
15. Attends a variety of meetings and conferences related to college and career opportunities, as assigned.
16. May serve on various committees related to college and career readiness, as assigned.
17. Performs a variety of clerical duties related to activities of the career center.
18. Maintains confidential records
19. May coordinate the work of student helpers.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and/or experience working in student related activities or a career development setting is preferred; college graduate is preferred; previous industry experience in recruitment, job placement, or human resources is desirable.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of district policies and objectives applicable to the Career Center
- Knowledge of financial aid and scholarship policies, practices, and procedures
- Knowledge of sources of college and career resources and informational materials
- Knowledge of employment resources, trends, opportunities, and the application/interview process
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to interpret, apply, and explain applicable federal and state laws, codes, rules, and regulations related to assigned activities
- Ability to provide assistance with job seeking skills, resume preparation, and interview skills
- Ability to remain abreast of current trends in the local job market
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, the community
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with students, staff, parents, and the community with frequent interruptions and significant distractions
- Frequent travel between district site
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and evenings on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/25/1973
Revised: 12/9/1980
Revised: 1/09/1996
Revised: 5/8/2018