

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COLLEGE & CAREER CENTER TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Principal-High School, provide support, assistance and general guidance to students in career and college planning, scholarships, exams, financial aid and vocational work activities; assist students, parents and guardians with utilizing career and college center resources.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist students with college and career research including utilizing internet web sites; review college requirements and application procedures suited to student's interests within various educational systems including UC, CSU, private, junior colleges and trade schools; provide transcripts to students to review and determine if minimum requirements are met; make recommendations to students regarding available career assessment tools to determine potential careers.

Assist students with registration to college entrance exams; provide information with calendar of exams and fee waivers; assist with uploading required pictures and printing admission ticket; promote available study tools for exams; assist students with contacting exam companies as needed.

Organize and submit facility requests for college visits, college application workshops and college placement exams; maintain calendar of events; recruit college representatives; announce and promote visits and prepare school bulletins, sign-up sheets and flyers as appropriate; coordinate appropriate facility and equipment needed for presentations; notify students of presentations, take roll and clear student's attendance according to established procedures.

Maintain, research and update library of career and college information and materials such as brochures, catalogs, reference books, forms, applications and other resource materials.

Orient students on programs available at colleges or universities including educational opportunity programs, honors, migrant programs, and others as appropriate; assist college representatives with recruitment into related programs.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other materials from English to a designated second language from clear copy, rough draft and oral dictation; proofread and assure accuracy of translated materials.

Serve as an interpreter for personnel, parents and students.

Assist the counseling staff with the scholarship program; type, publish, copy and distribute monthly scholarship bulletin to seniors; maintain scholarship information sheets and applications.

Plan and organize workshops to assist students and parents including the Free Application for

Federal Student Aid (FAFSA) application; conduct workshops in English and a designated second language; advertise workshops through informational materials, school marquee and social media as appropriate; assist students and parents with the student aid report.

Promote college preview days, summer bridge programs, conferences, employment programs and other opportunities available to students.

Perform general clerical support duties including filing, photocopying, typing, collating, assembling and distributing a variety of materials; establish and maintain filing systems.

Initiate and answer telephone calls; screen and route calls; send and receive emails; respond to inquiries and provide information.

Operate standard office equipment including a computer and assigned software; operate folding machine.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

College admissions standards, requirements, processes, policies and procedures.

Sources of educational and career resources and informational materials including utilization of the internet.

Basic vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.

College and career center operations, activities, services, policies and objectives.

Financial aid application, forms and procedures.

High school course work required for college admission.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

**ABILITY TO:**

Provide assistance to students concerning college and career opportunities, planning, goals and options.

Assist students with researching, selecting and enrolling in college and other post-secondary educational programs.

Assist students with utilizing career and college resources and materials.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.

Explain technical information to students and parents.

Compile, assemble and disseminate information concerning financial aid and available scholarships.

Meet schedules and time lines.

Maintain records and files.  
Work independently with little direction.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in counseling, career education, social services, or related field and two years experience in a school, employment, counseling or educational guidance environment.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017