

COLLEGE / CAREER CENTER CLERK**DEFINITION:**

Under direction of the Principal or designee, plans and organizes the operations of campus college and career center, providing students, parents and staff with information relating to career and/or educational opportunities; administers and interprets career assessment tools; maintains knowledge of pre/post high school program eligibility requirements; supports enrollment of CTE courses and informs students of CTE pathway programs, work-based learning and employment opportunities; develops plans and/or provides information regarding students' goals; facilitates student schedule changes; and may document students' school and community activities.

QUALIFICATIONS:Education:

- High School Diploma or Equivalent

Experience:

- Minimum one year clerical experience
- One year working in a California School District desired
- Two (2) years of full time experience working with teenagers or young adults in a related field is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and organizes Career Center information and files including the career center web page
- Researches careers and obtains specialized career information upon student request
- Acts as a liaison with university/college admission offices and military personnel; arranges and schedules career speakers; arranges for and schedules college and military representatives in the Center; arranges career visitations in business and industry for students seeking career information
- Promotes scholarship, college and career opportunities for the purpose of assisting students in their transition to post high school options
- Coordinates financial aid workshops, career and job fairs, college fairs, scholarship nights, academic merit awards, military academy nights, and other school wide evening events and presentations for the purpose of providing occupational programs, the Career Centers' services, and other post high school opportunities
- Schedules appointments with students for college or career information as assigned
- Prepares and updates college application information and lists of available career information and resources
- Receives and responds to inquiries from parents, students, and staff regarding testing, college, and career information and scholarship/financial information
- May document students' performance and/or other activities for the purpose of providing school credits for outside work experience, volunteer service and/or scholarships
- May enter student attendance data and grades into the automated student information system for purposes of maintaining records of attendance
- Facilitates student schedule changes and assists with the tracking of graduation progress for individual students
- Issues student work permits for the purpose of complying with requirements of the State of California Department of Labor
- Obtains data from the automated student information system for purposes of verifying student information
- Coordinates, administers, scores, and interprets interest and aptitude test to groups and individual students
- Assists students with PSAT, SAT, SAT Subject Tests, AP Tests, ASVAB and ACT registration forms
- Assists students with NCAA (National Collegiate Athletics Association) eligibility forms and information
- May attend annual career technician conferences and other meetings as assigned for the purpose of acquiring and providing information relative to college and career opportunities

- May assist the counseling office with clerical functions as assigned
- May train and supervise student helpers
- Operates standard office equipment
- Performs other related duties as assigned

KNOWLEDGE , SKILLS, AND ABILITIES:

- Use of the automated student information system and other career/guidance programs
- Knowledge of career and occupational resources
- Occupational classifications systems and career/life planning trends
- Report writing and correspondence methods
- English usage, spelling, grammar and punctuation
- Record keeping
- Ability to communicate effectively
- Ability to problem solve and work with a variety of constituents

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.