

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE/CAREER CENTER TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical support to students regarding College/Career Center services and functions; assist Guidance Counselors with services relating to the dissemination of college and career information; provide students and parents with accurate and current information regarding college and career opportunities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide information to students regarding the completion of a variety of college and career-oriented tasks; explain scholarships and admissions examination procedures and requirements; provide information regarding professional graduate program requirements.

Maintain and update Career Center website and social media pages as assigned by the position; post grade-specific college and career information, reminders and volunteer activities; communicate with businesses, colleges and the community to identify student opportunities.

Prepare for and schedule activities, programs and speakers for Senior Awards Night; order awards and materials as needed.

Contact, schedule and arrange guest speakers to present relevant career and college-related information and opportunities; assist with the implementation and coordination of college fairs and other related events.

Maintain a library of college and university catalogs and other career resource materials; conduct classroom presentations regarding college readiness as assigned by the position.

Serve as a technical resource to students, parents, faculty and outside individuals regarding Career Center services and functions.

Perform clerical duties including filing, typing and duplicating a variety of materials such as flyers, announcements and lists; answer telephones and greet visitors.

Communicate with staff, counselors and outside agencies to exchange information and coordinate a variety of activities.

Recruit students to work in the cafeteria; process appropriate related paperwork in accordance with established requirements.

Approve and issue work and trip permits.

Collect and input data, maintain records and files, and prepare reports related to student service learning requirements

Operate a variety of office equipment.

Attend a variety of meetings and conferences related to assigned activities.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping, filing and proofing techniques.

Basic career center methods, equipment, procedures and terminology.

Career center classification systems.

Location of materials in the career center.

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

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

ABILITY TO:

Learn policies and objectives of the Career Center.

Learn sources of college and career resources and informational materials.

Learn, interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Learn methods of career assessment.

Perform a variety of clerical library support duties.

Provide application assistance to students and teachers.

Prepare and deliver oral presentations.

Operate a variety of office equipment including a computer and assigned software.

Maintain records.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Type at 30 words net per minute from clear copy.

Work independently with little direction.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years of responsible clerical experience.

WORKING CONDITIONS:

School office environment subject to frequent interruptions. Subject to exposure to communicable diseases.

Job Study-1/2020