



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** COLLEGE AND CAREER FAIR COORDINATOR  
**REPORTS TO:** Director of Curriculum & Assessment **SITE:** District Office  
**CLASSIFICATION:** Classified **WORK YEAR:** 180 Days  
**SALARY:** Stipend \$4,500 **EFFECTIVE DATE:** August 12, 2024  
**APPROVED BY THE BOARD OF TRUSTEES:** NOVEMBER 21, 2024

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### JOB SUMMARY:

Under the direct supervision of the Director of Curriculum and Assessment, The College and Career Fair Coordinator oversees the planning and execution of an annual fair that introduces high school students to a wide range of post-secondary pathways, including colleges, universities, vocational programs, and local employers. This role includes recruiting participating institutions, organizing event logistics, and developing a communication strategy in collaboration with the District Communications Staff to ensure high attendance and engagement. The Coordinator also supports students and families in preparing for the event and serves as the primary liaison for all partners, providing detailed event information. The College and Career Fair Coordinator is essential in expanding students' access to post-secondary educational opportunities.

### ESSENTIAL FUNCTIONS:

- Identify and secure a diverse range of colleges, universities, vocational programs, training institutions, and local employers to participate in the fair, providing students with multiple pathways post-graduation.
- Establish and maintain relationships with participating organizations to ensure ongoing engagement and support for district events.
- Coordinate event logistics, including venue setup, booth assignments, schedules, and equipment needs, to ensure a seamless experience for both exhibitors and attendees.
- Collaborate with the District Communications Staff to develop and execute a comprehensive communication plan, sharing event information with students, families, and school staff.
- Design and distribute promotional materials across all school campuses to encourage maximum student and family participation
- Serve as the main point of contact for all participating institutions and employers, providing them with event expectations, logistical information, and schedules.
- Organize pre-event informational sessions or workshops to prepare students and families for engaging effectively with representatives at the fair.
- Oversee all day-of event operations, including participant check-in, booth setup assistance, troubleshooting issues, and maintaining a welcoming atmosphere.
- Gather and analyze feedback from participants, families, schools, and partners to evaluate event success and make recommendations for future improvements.
- Compile data on attendee engagement, organization participation, and other relevant metrics to provide reports to district leadership on the event's impact.

### EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

Education/Training Experience:

- AA degree and/or equivalent experience.
- Advanced knowledge of Google Suite (Google Spreadsheets in particular) and Canvas LMS
- Strong interpersonal, leadership and student supervision skills.
- Experience working at a school site.
- Bilingual Spanish (preferred)
- Excellent verbal and written skills

Physical Demands/Working Conditions:

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.