JOB DESCRIPTION

JOB TITLE: Career Center Technician

Job Family: Instructional/Student Services

Range: 32

Job Purpose Statement/s: The job of "Career Center Technician" is done for the purpose/s of serving as a resource person to students, staff and others by providing a variety of career, job opportunity and specialized program information and to perform a variety of clerical tasks in the day-to-day operations of assigned Career Center. Train, coordinate and monitor the work of student aides and assistants.

Essential Job Functions:

* **Acts** as a major resource person for career information, job-finding techniques and specialized vocational programs to students, teachers, counselors and other appropriate parties.
* **Oversees** and facilitates the use of assigned Career Center; assists users in locating information and using media equipment such as projector, microfiche reader, computer and printer; researches files for information requests.
* **Establishes,** updates and maintains career information files and appropriate inventories of catalogs, brochures and pamphlets related to careers, higher education, specialized programs and job opportunities.
* **Promotes** Career Center activities to students, businesses and the general public; posts bulletins and posters, distributes pamphlets and flyers and prepares bulletin boards and displays.
* **Orients** students, teachers, counselors and adult users to the use, operations, procedures and resources of assigned Career Center.
* **Assists** with recruiting interested students for specialized programs such as Work Experience, ROP and federally funded special programs providing applications and additional information as necessary.
* **Receives,** processes, verifies and maintains a variety of applications and records related to Career Center programs and activities; records assignments, verifies and records time sheets, records expenditures for appropriate programs, prepares routine statistics and reports as required.
* **Administers** and scores standardized tests as required.
* **Contacts** and schedules speakers for special presentations; maintains and updates speaker list.
* **Attends** a variety of meetings; types agenda, records minutes and distributes minutes as required.
* **Performs** a variety of clerical activities in support of the day-to-day operations of assigned Career Center programs and activities.
* **Supervises** student assistants in the Career Center as required.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Conducts** workshops and presentations for the purpose of providing information regarding occupational programs, the Career Center's services, and other post high school opportunities.

Job Requirements - Qualifications:

***** **Experience Required:** One (1) year experience in public contact work, preferably with students, including clerical assignments.

* **Skills, Knowledge and/or Abilities Required**:

Skills: Typing/keyboarding - 30 words per minute. Skills to complete basic clerical functions, operate standard office equipment, use computers, perform record keeping, make presentations before groups.

Knowledge of various aptitude and interest assessment instruments, career research sources; knowledge of career classification systems (D.O.T.) and interest/aptitude inventories desirable.

Abilities to sit for prolonged periods, correlate student performance with career information, understand and carry out oral and written instructions, meet deadlines, maintain records and catalog information. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity. Learn specific procedures, operations and activities of assigned Career Center and to effectively apply them to work situations; prepare routine statistics and reports; understand and follow both oral and written instructions independently.

***** **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.