

**CLASS TITLE: Career Center Technician  
Range 8**

**Basic Function:**

Under general supervision, guides and advises students/clients concerning career or job options, vocational schools and colleges, pre-employment skills and job retention skills

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Maintains and operates a high school career center
- Maintains records of all students/clients for monitoring by Job Training Partnership Act
- Provides information and training relative to the interview process and resume writing
- Interacts with the business community, as job openings become known
- Coordinates prompts for Direct Writing Assessment
- Inputs student data into online system
- Manages student online accounts
- Creates scholarship lists
- Develops and issues Work Ready Certificates
- Assists in administering state and federally required tests
- Tutors English Learners toward developing necessary career skills
- Makes available and assists with scholarships
- Maintains student portfolios
- Other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Computers and computer programs
- Modern job searching techniques
- Trends in job markets
- General successful job-getting and job-keeping skills
- Local, national and international employers
- Business skills

**ABILITY TO:**

- Operate student informational software and apply information in providing direction
- Establish rapport with students as an advocate for their career success
- Match skills and interests with careers
- Organize and maintain an up-to-date career center
- Assist students in completing their portfolios
- Establish and maintain cooperative relations with staff, students and public.

**EDUCATION AND EXPERIENCE:**

- Clerical experience in filing, typing, communication skills and budgeting
- AA degree or 48 unit equivalent

**WORKING CONDITIONS:**

ENVIRONMENT:

- The noise level in the work environment is moderate.
- Interruptions due to student actions and walk-in traffic are frequent.
- The position requires patience and understanding of students

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: June 26, 2014