

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.

Adopted: 6/20/05