

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: COLLEGE & CAREER CENTER SPECIALIST

SALARY: RANGE 26 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, provide information and assistance to students concerning career planning, work experience programs, colleges, testing and financial aid; assist students with utilizing college and career center resources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied technical duties related to the operation and maintenance of an assigned student college and career center; motivate and encourage students concerning career options; assess student interests, abilities, progress, expectations and goals; evaluate various college and career options through computerized programs and reference books; refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.

Provide information and assistance to students concerning career planning, work experience programs, colleges, testing and financial aid; initiate and receive phone calls; schedule appointments; assess student abilities, qualifications, interests and backgrounds and provide advice concerning career opportunities; maintain job board for the purpose of assisting students and community employers.

Perform clerical duties related to college and career center functions and assigned activities; compile and duplicate materials as needed; assemble and disseminate informational packets; process and ensure accuracy and completeness of various forms and applications; maintain various records.

Process emails, mail and other information sources regarding student opportunities including jobs, scholarships, college information sessions and career information; develop, maintain and submit electronic newsletters as required.

Provide assistance to college and career preparation programs; schedule test preparation opportunities and maintain the testing calendar; provide work direction to tutors as required; prepare college presentations; communication with outside agencies to arrange for guest speakers and opportunities; plan and conduct workshops and presentations; promote a variety of educational and career opportunities.

Schedule college and classroom visits as assigned; communicate with admissions counselors to develop schedules and rosters; facilitate workshops and other activities; conduct promotional activities to ensure student participation.

Train and provide work direction to assigned student workers and volunteers.
Assist students in applying for and obtaining scholarships and financial aid; advertise available scholarships.

Communicate with students, parents, personnel, local businesses and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate audio-visual equipment to make presentations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Career resources and informational materials.
- ▶ Regional and national career and employment trends.
- ▶ Federal and State laws, rules and regulations pertaining to the employment of minors.
- ▶ Design and development of promotional materials.
- ▶ Public speaking techniques.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Provide technical support to an assigned student college and career center.
- ▶ Provide information and assistance to students concerning career planning, work experience programs, colleges, testing and financial aid.
- ▶ Assist students with utilizing college and career center resources.
- ▶ Perform clerical duties related to assigned activities.
- ▶ Interpret, apply and explain policies, procedures, rules and regulations.
- ▶ Learn policies and objectives of the college and career center.
- ▶ Assess student abilities, qualifications and interests and consult concerning career opportunities.
- ▶ Refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.
- ▶ Prepare and deliver oral presentations.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.

- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in counseling, career education, human relations or related field and two years increasingly responsible experience in a school, employment, counseling or educational guidance environment.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.