

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: COLLEGE & CAREER CENTER SPECIALIST

SALARY: RANGE 29 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, coordinate and perform a variety of technical and administrative support to a high school career planning and college information center; provide information and assistance to students concerning career planning, work experience programs, colleges, testing and financial aid; schedule speakers, visits and events promoting college life and career planning and development; interact with and assist students, parents and faculty in utilizing college and career center resources. The College & Career Center Specialist requires demonstrated knowledge of higher education application processes, scholarships, financial aid, and occupations/careers requiring post-secondary education and/or training.

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 a 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, including the use of social media for sharing information with students and families.

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; communicate with outside agencies to arrange for guest speakers and opportunities; plan and conduct workshops and presentations; promote a variety of educational and career opportunities.

Maintain a master calendar of scheduled events, speakers and college or career fairs.

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.

Perform scholarship, grant and financial aid research, including contacts with local scholarship committees, service organizations and national scholarship programs.

Assist students in applying for and obtaining scholarships and financial aid; advertise available scholarships.

Assist students with college application essays, resumes and job applications.

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

Operate audio-visual and technology equipment to make presentations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Occupational resources, opportunities and informational materials
- Trade/technical school and college programs, including entrance requirements and application procedures
- Regional and national career and employment trends
- Federal and State laws, rules and regulations pertaining to the employment of minors
- District registration policies and procedures, including, but not limited to, graduation and higher education course requirements
- Design and development of promotional materials, including those on social media platforms
- Data control procedures and data entry operations
- Modern office practices, procedures and equipment, including, but not limited to computer applications and platforms for office productivity, research, and preparation of communications materials
- General terminology, practices and procedures of the assigned office
- Record-keeping and filing techniques
- Telephone techniques and etiquette
- Principles and practices of data processing
- Mathematic calculations

SKILLS:

- Well-developed knowledge and skill at using appropriate English grammar, spelling, punctuation and vocabulary
- Well-developed human relations skills to make in-service presentations to student audiences and to facilitate discussions with students and parents
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

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
- Research, identify and obtain career information such as education and training requirements, industries and locales where employment occurs, wage rates and professional associations
- 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
- Respond to a diverse range of cultures, ethnic and socio-economic groups, and their interests
- Prepare and maintain a variety of reports, records, and files
- Operate standard office equipment including a computer and assigned software
- Meet established schedules and timelines
- Maintain confidentiality of sensitive and privileged information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree with coursework in counseling, career education, human relations or related field and two (2) years increasingly responsible experience in a school, employment, counseling or educational guidance environment. Additional relevant experience may substitute for some post-secondary education. Bilingual Spanish preferred.

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

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207;
uniformcomplaint@nUSD.org.***