

COLLEGE/CAREER SPECIALIST

DEFINITION

Under general supervision organizes and manages a Career Center; plans, organizes, develops, and implements career educational units, events and publicity; assists and supervises students using the Career Center; assists students with education program planning and post-high school planning; performs clerical work related to the Career Center; and performs related work as required.

CLASS CHARACTERISTICS

This class performs responsible para-professional, administrative, guidance, and clerical work in the Career Center. The incumbents exercise judgment in referring students to appropriate guidance staff. The College Career Specialist exercises initiative in operating the Center, seeking out information for students, making contacts in the business community, and improving the services of the Center.

EXAMPLES OF DUTIES

Maintains and organizes Career Center information and files. *E*

Interviews students to obtain information necessary to assist in career search. *E*

Researches careers and obtains specialized career information upon student request. *E*

Develops forms and office procedures for the Center; orders, reviews, catalogs, and inventories materials, and maintains supplies for the Career Center. *E*

Operates standard office equipment. *E*

Prepares and updates lists of available career information and resources. *E*

Informs and assists administrators and teachers with Career Center information. *E*

Meets with faculty and develops publicity and other systems to expand student use of the Career Center. *E*

Introduces visiting groups and individuals to the Center and its related activities. *E*

Writes and types reports, letters, and materials for the Center; maintains records of the use of the facility. *E*

Conducts classroom presentations regarding financial aid, scholarships, and college applications. *E*

Receives and responds to inquiries from parents, students, and staff regarding testing, college, and career information and scholarship/financial information. *E*

EXAMPLES OF DUTIES (cont.)

Works with outside groups to maximize funds to students and coordinates awards and scholarship applications. *E*

Coordinates, administers, scores, and interprets interest and aptitude tests to groups and individual students. *E*

Acts as a liaison with university/college admission offices and military personnel; arranges and schedules career speakers; arranges for and schedules college and military representatives in the Center; arranges career visitations in business and industry for students seeking career information. *E*

Participates in workshops and in-service training; keeps current with changes in career opportunities, college admissions, and financial aid. *E*

Schedules appointments with students for career information as assigned. *E*

Assists with the preparation of the budget for the Career Center. *E*

Assists with development and presentation of career education curriculum units. *E*

Performs necessary clerical duties and maintains bulletin boards and displays. *E*

Creates an atmosphere of acceptance, concern, and helpfulness in the Center. *E*

Supervises and trains student aides. *E*

During peak periods, may assist in guidance functions. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Career and occupational resources;
2. Occupational classifications systems and career/life planning trends;
3. Basic research methods;
4. Report writing and correspondence methods;
5. Guidelines for preparation and evaluation of occupational literature;
6. Modern office equipment and procedures;
7. English usage, spelling, grammar and punctuation;
8. Record keeping; and
9. General principles of supervision and training.

Ability to:

1. Learn specific procedures of a career information center;
2. Communicate effectively and tactfully, sometimes under pressure, with students, faculty, staff, and the community, both orally and in writing;
3. Be sensitive to the needs of individuals from varied socio-economic and educational backgrounds;
4. Speak effectively to groups, both within and outside the school community;
5. Operate a typewriter and computer;
6. Prepare and compile accurate records;
7. Supervise the work of others;
8. Work with frequent interruptions;
9. Work independently, with a minimum of supervision;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work;
12. Perform complex or varied tasks; and
13. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Completion of college course work is desirable.

EXPERIENCE

Experience in dealing with students, teenagers or young adults. Previous experience in a responsible clerical position;

or

Two years of clerical experience at or above the level of Senior Clerk Typist with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Career Center environment; subject to constant interruptions.

Physical Abilities:

Sitting and standing for extended periods of time; reaching overhead and above shoulders to maintain files in the Career Center; lifting and carrying objects weighing up to 20 pounds; kneeling or crouching; hearing and speaking to exchange information and make presentations; and seeing to observe computer monitors.

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7/94