



## Classification Specification

### COLLEGE & CAREER CENTER TECHNICIAN

<b>Department:</b>	School Site
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform a variety of technical duties in support of a high school college and career center, provide a variety of information and materials on college, career and other educational opportunities to students, parents and others; communicate with students, faculty, parents and community representatives concerning career planning, financial aid and college entrance requirements; administer and interpret career assessment tools; plan and coordinate on-site presentations by college and/or career representatives; assist students with utilizing college and career center resources.

#### **Essential Duties and Responsibilities:**

- Perform varied technical duties related to the operation and maintenance of an assigned high school college and career center; motivate and encourage students concerning career options; refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel; supervise students in the College & Career Center computer lab.
- Maintain calendar, schedule all college presentations, workshops, career speakers and assessment testing; secure facilities if needed for presentations.
- Plan, develop and coordinate presentations, essay writing workshops and special events; publicize opportunities and resources; maintain sign in sheet for attendance purposes.
- Maintain strong community college relationships, organize, and conduct application workshops, on-site assessment testing.
- Serve as liaison to university and community college admission offices; schedule, promote and supervise college representative visits; post and publicize upcoming events, summer programs and scholarships.
- Assist students with resume, job applications and interview skills.
- Process student requests including work permits, maintain documentation, verify initial eligibility, process personnel intra-district student employee packets (W-4 & I-9) and re-certify grade and attendance eligibility for all students with work permits.

- Reissue all returning student work permits and the beginning of each school year; contact parents, students, and employers in the event that a student is no longer eligible to work.
- Provide work direction to student assistants and volunteers.
- Obtain, organize, file and display college and career materials; catalog and prepare for use by students; research job opportunities; maintain displays and bulletin boards and publicize offerings via the bulletin, and various websites.
- Maintain current scholarship and grant lists; provide information concerning specialized scholarships and assist in completing application forms.
- Assist students with securing financial aid for post-graduation academic and/or vocation opportunities; provide information regarding financial aid, college materials, applications, online registration, scholarships, and other relevant information.
- Maintain college and career center information materials, including brochures, reference letters, scholarship applications, computers, inventory of college catalogues, and website locations; ensure availability of materials for internal use and distribution.
- Input information, and a variety of data from an assigned department into an assigned computer system; create queries and generate a variety of computerized lists and reports.
- 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 assure accuracy and completeness of various forms and applications; maintain various records; establish and maintain filing systems.
- Compose correspondence independently, letters, and miscellaneous correspondence and process a variety of records and documents related to assigned activities such as letters, lists, memorandums, bulletins, reports, requisitions, flyers, forms, or other materials from detailed or rough copy; proofread completed assignments.
- Greet and assist students, parents, and visitors; initiate and receive telephone calls; send and receive emails.
- Provide aptitude and achievement test information and materials for student use; maintain confidentiality of sensitive and privileged information.
- Attend college admission seminars, conferences, and financial aid workshops to better serve students and parents.
- Operate a variety of office equipment including a copier, computer and assigned software; operate audio-visual equipment to make presentations.
- Maintain assigned college and career center in a clean and orderly condition.
- Perform other duties as required, related to the primary job duties of the assigned position.

#### **Required Qualifications:**

##### **Knowledge of:**

- Career center resources and informational materials.
- College selection, application, testing and admissions requirements.
- Financial aid application processes and requirements.
- Scholarship application process and resources.
- Modern office methods, practices, and principles.
- District and department practices and procedures related to the assignment.
- Principles and practices of logistics and event organization.
- Computer programs used for word processing, data processing, and student information systems.
- Databases, spreadsheets and generating queries.
- Basic knowledge of standards of methods, practices, and procedures.

- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Public relations techniques.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Perform a variety of complex clerical and record keeping activities in support of college and career center operations and services.
- Provide assistance and guidance to students in career planning, colleges, testing, financial aid, and vocational work experience activities.
- Assist students in completing college and financial aid applications.
- Assist students with resume, job applications and interview skills.
- Develop and distribute information and materials related to college and career opportunities for students.
- Research, evaluate, and select career planning information.
- Schedule and arrange for visits and presentations by college and career representatives.
- Prepare and deliver oral presentations.
- Perform clerical work with accuracy and speed.
- Learn new computer programs/technologies, including desk top publisher web-based systems.
- Work independently and follow through on assignments with minimal direction.
- Establish and maintain cooperative and effective working relationships.
- Maintain confidentiality of sensitive and privileged information.
- Type or input data accurately at an acceptable rate of speed.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Read documents written in standard English text for the purpose of retrieving information.

**Education:** High school graduation or equivalent GED.

**Experience:** Three (3) years general clerical experience.

**Licenses, Certifications, and other requirements:**

- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Bilingual in a designated second language (Chinese or Spanish) is desirable, but not required.
- Some experience providing college or career guidance to students is desirable, but not required.

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.

- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit at a desk or table; perform repetitive motion related to keyboard entry or typing.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stoop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Frequently lift and/or move objects up to 25 lbs. in weight.
- Occasionally required to stand and/or walk for extended periods of time.

**Hazards:**

- N/A

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