



For the future of every student

## **CLASS TITLE: COLLEGE/CAREER TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical activities in support of Career Center operations and services at an assigned high school site; provide information and assistance to students regarding career planning, colleges, testing and financial aid; assist students with utilizing Career Center resources, materials, computers, peripherals and software applications.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical activities in support of Career Center operations and services at an assigned high school site; advise students and disseminate informational materials concerning post-secondary educational, vocational and other career options, processes and decisions

Provide information and assistance to students concerning career planning, colleges, testing, scholarships and financial aid; respond to inquiries and provide information concerning related materials, standards, processes, practices, requirements, time lines and procedures.

Assist students with utilizing computers, peripherals, web sites, software, and computer resources including on-line applications, search engines and other internet functions; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

Meet and confer with individual students; assist students with establishing, developing, pursuing and meeting post-secondary school plans, goals and objectives; disseminate information and materials regarding college preparation and options, financial aid, scholarships and other career resources.

Assist students in locating, evaluating and selecting career planning materials and resources; greet and assist students, parents and others; schedule and arrange for class visits as assigned; orient students, staff and others regarding the use and content of Career Center resources and materials.

Process and issue work permits in accordance with established policies and procedures; distribute, collect, process and assist students with related applications and information; confer with prospective employers and notify students of job opportunities as appropriate.

Interview and assess students in the identification of needs, interests and abilities to determine appropriate academic and career goals; refer students and parents to programs, colleges, universities, job opportunities and other options according to needs, interests and abilities.

Disseminate informational materials concerning post-secondary educational, vocational and other career options and processes; assist student with completing college enrollment, employment, scholarship, financial aid, and various other forms, paperwork and applications.

Oversee and coordinate scholarship and financial aid services for students; assist students with applying for financial aid and scholarships; conduct workshops regarding the completion of scholarship, college enrollment and financial aid applications as required.

Operate and adjust Career Center computer equipment and peripherals; prepare and set up computer

equipment for student use; move and set up computers as needed; install hardware and software and observe elements of the computer for evidence of incorrect performance.

Assist with coordinating and facilitating student participation in SAT & ACT and other tests as directed; distribute related assessment materials and fee waivers.

Schedule, arrange for, and notify students of visits and presentations by college, industry, military and other representatives; prepare and deliver oral presentations to students concerning college and career plans and options, college admissions, financial aid and other matters as assigned.

Communicate with students, parents, District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; initiate and receive telephone calls; schedule and arrange appointments.

Operate a variety of office equipment including a copier, fax machine, typewriter, projector computer and assigned software; troubleshoot basic computer malfunctions; perform general maintenance and repairs; report major maintenance and repairs to appropriate personnel.

Assist with coordinating and arranging special events and activities in support of college and career planning such as senior awards night, college and career fairs, and college night; arrange for related speakers, services, facilities and equipment.

Compose and distribute a variety of correspondence such as letters, flyers, lists, informational materials and announcements.

Compile information and prepare and maintain various records and reports related to students, scholarships, financial aid and assigned activities.

Open and close the Career Center as assigned; turn computer on and off; lock and unlock doors.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and techniques of providing educational and career guidance to students.

College admissions standards, requirements, processes, policies and procedures.

Sources of educational and career resources and informational materials.

Career Center operations, activities, services, policies and objectives.

Computers and computer use a Career Center environment.

Student guidance principles and practices.

Interviewing and advisement techniques.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

Public speaking techniques.

**ABILITY TO:**

Perform a variety of technical activities in support of Career Center operations and services at an assigned high school site.

Provide information and assistance to students and parents concerning career planning, colleges, testing and financial aid.

Assist students with utilizing Career Center resources, materials, computers, peripherals and software applications.

Schedule and arrange special events and activities in support of college and career planning.

Compile, assemble and disseminate information concerning available scholarships.

Operate, adjust and demonstrate the use of computers, peripheral equipment and applications.

Interview students to determine needs, interests and abilities and recommend appropriate academic and career goals.

Assist students in establishing and pursuing goals, selecting and preparing for college, and completing various forms and applications.

Prepare and maintain various records, reports and files.

Maintain records and files.

Prepare and deliver oral presentations.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in education, career preparation, counseling, social sciences, psychology or related field and three years experience working in a career or related support environment.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Career Center environment.

Constant interruptions.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.