

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE AND CAREER SPECIALIST

BASIC FUNCTION:

Under the direction of an Assistant Principal, provide technical support to a student College Career Center at an assigned school site; provide information and assistance to students utilizing College Career Center resources; coordinate special events and activities for the College Career Center; maintain College Career Center.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide assistance, college/career information to students, faculty, administrators, staff and the public concerning College Career Center functions and resources; advise students regarding educational, vocational and career decisions; assist students with completing scholarship, financial aid and college forms and applications.

Orient students, staff and others individually or in groups in the use and content of College Career Center resources and materials; operate and instruct others in the use of equipment and computerized college/career guidance systems; research and compile information for students and parents as requested.

Maintain a library of college and university catalogs and other career resource materials such as brochures, catalogs, reference books, forms, applications, files, articles and other resource materials; assure student access to scholarship and financial aid information.

Coordinate and schedule campus career day, and annual job shadowing activities and other special events and activities; enroll students for job shadowing and follow-up on related activities; reserve and set up facilities; schedule college representatives and others for speaking engagements; prepare related materials; schedule field trips.

Perform clerical duties including filing, typing and duplicating a variety of materials such as posters, fliers, announcements and lists; answer telephones and greet visitors; receive, sort and distribute incoming mail.

Present workshops and facilitate classroom presentations regarding colleges, careers, available resources, testing and scholarships.

Develop career and job bulletins and other materials to publicize and promote career planning activities; compile, prepare and distribute related materials.

Communicate with students, parents, District personnel, schools and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; operate an overhead projector and other audio-visual equipment.

Prepare and maintain a variety of records and reports related to assigned activities.

Attend assigned meetings and conferences.

OTHER DUTIES:

Train and provide work direction and guidance to student assistants as directed.

Assist in coordinating scholarships and assessment testing for students.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College Career Center policies and objectives.

Sources of college and career resources and informational materials.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

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

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic research methods.

ABILITY TO:

Provide technical support to a student College Career Center at an assigned school site.

Provide information and assistance to students utilizing College Career Center resources.

Coordinate special events and activities for the College Career Center.

Maintain College Career Center.

Perform clerical duties related to assigned activities.

Learn methods of college/career assessment.

Interpret, apply and explain rules, regulations, policies and procedures.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Plan and organize work.

Operate a variety of office equipment including a computer and assigned software.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in a related field and two years of general clerical, library or related experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to shelve materials.

Reaching overhead, above the shoulders and horizontally to shelve materials.