Purpose Statement

The purpose of a College and Career Center Technician is to provide support to the instructional program with specific responsibilities for providing students with information on career and/or post high school educational and/or scholarship opportunities; administer and interpret career assessment tools; coordinate presentations by college and/or career representatives; respond to inquiries from a variety of internal and external sources.

This job reports to an assigned administrator.

Essential Functions

- Assists students in the completion of a variety of manual and electronic documents, forms, and materials (e.g., scholarship applications, examination registration forms, college application materials, employment applications, resumes, etc.) for the purpose of assisting students in the completion of forms required for educational, career, and scholarship opportunities.

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.

- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.

- Compiles data for the purpose of preparing reports and/or preparing information for assigned administrator.

- Conducts student workshops and/or presentations for the purpose of providing students with information regarding occupational programs, employment preparation, college and career readiness, career center services, and/or other post high school opportunities.

- Coordinates a variety of events (e.g., job fairs, career fairs, college fairs, site visits by educational and/or employer representatives, industry events, college registration and orientation events, etc.) for the purpose of ensuring availability of facilities and enhancing student access to educational and career opportunities.

- Greets and assists individuals (e.g., visitors, parents, students, vendors, staff, teachers, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.

- Maintains a variety of manual and electronic documents, files, and records (e.g., student information, educational institution and employer contact information, applications, websites, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors student activities in the Career Center for the purpose of providing a safe and positive environment.

- Obtains information and/or materials from other organizations (e.g., colleges, universities, trade/technical schools, employers, etc.) for the purpose of enhancing the career center reference collection and providing resources for students and parents.

- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.

- Prepares a variety of manual and electronic documents, files, reports, and records (e.g., awards, invitations, event programs, correspondence, bulletins, surveys, reports, call slips, etc.) for the
purpose of documenting activities, providing reference, conveying information, and complying with established administrative requirements.

- Processes forms, documents, and materials (e.g., student work permits, examination fee waivers, etc.) for the purpose of providing information and/or required documentation for students in accordance with federal and state laws, district requirements and/or established guidelines.
- Researches educational and/or career opportunities and scholarship information for the purpose of providing students with information on educational, career, and scholarship opportunities.
- Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Schedules career and/or vocational assessments of student interests and abilities for the purpose of evaluating career options.
- Supports assigned administrative personnel and counselors for the purpose of providing support and assistance with college and career events and functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- career guidance and occupational trends;
- college and university entrance requirements;
- community resources;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- office equipment and technology;
- recordkeeping and record retention practices;
- school safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work
with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- interacting with the public;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

**Work Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment with some exposure to risk of injury and/or illness.

**Experience:**

Job related experience is required.

**Education:**

Targeted, job related education with study in job-related area.

**Equivalency:**

Graduation from high school or equivalent supplemented by college-level coursework in behavioral or social science, counseling, human services, or a related field and two years of experience with secondary students, counselors, and/or instructional personnel in a career center.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:**

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee
must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

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