



## CAREER CENTER ASSISTANT

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### Classification Summary

1. Performs a variety of complex tasks requiring initiative and independent judgment to dispense career information to counselors, students and parents.
2. Uses a complex information storage and retrieval system to assure the harmonious function of activities in relation to student scholarship application, college selection, vocational guidance, and career research.
3. Coordinates with guests and school the scheduling of events involving career selection and guidance such as symposiums, speakers and conferences in order to maintain students, accurate, up-to-date knowledge of options available in the career field. Works with students on both a drop-in and a scheduled basis.

### Distinguishing Characteristics

Career Center Assistant (Grade 9) is distinguished from Post-Graduate Planning Specialist (Grade 10) by additional responsibilities which require program management skills:

- Cross-Aged Tutors: Recruit, refer, evaluate, note grades and develop placements for students who volunteer as teacher aides and tutors in the feeder schools.
- Upward Bound: (An advanced-level student program in liaison with the University of Oregon) recruits, schedules visits, enrolls interested and qualified students.
- ESCAPE Students: Publicizes, recruits, refers, tracks placements, distributes and collects evaluations.
- Optional Education: Manages applications, evaluations, record keeping of students receiving credit for employment. (This does not include students working in a school department).

Also prepares an annual report of Career Center activities and compiles data for presentation of other reports as requested.

### Supervisory Relationships

1. The position reports to Head Counselor, Principal, or other qualified school administrator.
2. Recruits, trains, supervises, evaluates and records grades for student aides who provide clerical assistance.

### Examples of Duties

1. Supervise student activity in the Career Resource Room; provide guidance for research activities and selection of brochures, books, labor market information and other materials.
2. Orient students in the availability of financial aid, apprenticeship programs, scholarships, and career selection processes.
3. Make available standard forms for student use, such as college, scholarship and social security number applications; provide instruction for correct completion and submission.
4. Explain format and content guidelines for resumes to students.
5. Publicize local job openings; do initial screening and referral of applicants.
6. Instruct students in the use of self-test packets for the purpose of determining vocational direction.
7. Research new career developments in newspapers and periodicals; develop improved familiarity with the materials in the Resource Room by personal study as time allows.
8. Identify new resource materials by reading professional journals, resource catalogs, and other sources; order new materials and, upon arrival, catalog and make pockets and cards to prepare for circulation.
9. Maintain an inventory of office supplies for the Career Center; order materials, check-in and shelve upon arrival.
10. Coordinate a Career Day for the instruction and development of students; invite guest speakers and teachers to lecture on a variety of vocational avenues; schedule times, rooms and student attendance; greet guests; send evaluation forms to teachers and correspondence to speakers.
11. Host representatives from various colleges and arrange presentations to students.

12. Compose announcements for Career Center activities; contact students or parents to inform them of agendas.
13. Design and update bulletin boards for the Career Center.
14. Maintains regular and prompt attendance.
15. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Knowledge of resource materials for vocational selection guidance and continuing education programs and support programs.
2. Knowledge of organizations, labor market and occupational attributes.
3. Considerable organizational skills.
4. Ability to deal diplomatically with a variety of people including students, parents, teachers, guest speakers.
5. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
6. Ability to use or learn to use CIS (Career Information System) computer.

**Minimum Qualifications for Class Entry**

1. High School diploma or equivalent.
2. One year of experience in secretarial or clerical work and demonstrated ability to type 50 wpm.
3. Sufficient college training or experience in vocational research or counseling to provide accurate, effective career guidance to students.

**Work Environment**

The position works in a Career Center office located at a Senior High School.