



Inst Asst 2 / Career Center

Purpose Statement

The job of Inst Asst 2 / Career Center is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting high school students gather and assess information on career and/or post high school educational opportunities; assisting with the administration and interpretation of career assessment tools; assisting with the planning onsite presentations by college and/or career representatives; and maintaining a variety of print and electronic records.

This job is distinguished from similar jobs by the following characteristics: Works specifically with student who need help and guidance to completing tasks in preparation for a career path (applications, functional skills, basic academics, etc.).

This job reports to Principal

Essential Functions

- Assists students (e.g. financial aid, college materials, applications, on line registration, scholarships, etc.) for the purpose of supporting activities necessary for securing financial aid for post graduation academic and/or vocation opportunities.
- Conducts student workshops and/or presentations (e.g. career exploration, counseling orientations, etc.) for the purpose of providing student with information regarding occupational programs, Career Center's services, and/or other post high school opportunities.
- Coordinates on-campus site visits by college and university recruiters, including career fairs for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. inventory of college catalogues, applications and web site locations, Work Experience program, Post-High School Organizations, SE/OP., scholarships, etc.) for the purpose of ensuring the availability of materials for internal use and distribution as required.
- Monitors student activities in the Career Center for the purpose of providing a safe and positive environment.
- Participates in a variety of meetings, workshops and committees (e.g. university/college conferences, class visits, community service group meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs a variety of clerical and secretarial duties (e.g. copying, filing, collating, answering phones, scheduling appointments, etc.) for the purpose of supporting the students and under the direction of the Work-Based Learning Coordinator.
- Prepares a variety of documents, reports and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, newsletters, quarterly academic update report, etc.) for the purpose of communicating information to parents, students, and staff; providing written support, developing recommendations and/or conveying information.
- Represents counselors in their absence for the purpose of conveying and/or gathering information.
- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Responds to students, teachers, parents, counselors, Work-Based Learning Coordinator, business leaders, and community leaders for the purpose of conveying and/or requesting information.

- Schedules career and/or vocational assessments of students' interests and abilities for the purpose of evaluating career options.
- Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college videos, etc.) for the purpose of enhancing the Career Center reference collection and providing additional resource for students and parents.
- Supervises student aides and interns for the purpose of ensuring that all work functions are completed correctly and in a timely manner.

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: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and college entry requirements.

ABILITY is required to schedule activities and/or meetings; gather and/or collate 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 others; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 15% walking, and 60% standing. The job is performed in a clean atmosphere.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

