

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAREER CENTER TECHNICIAN – ELK GROVE ADULT AND COMMUNITY EDUCATION (EGACE)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical support to the career center at Elk Grove Adult and Community Education (EGACE); provide information and assistance to students and adults utilizing career center resources; prepare and make a variety of informational presentations to students and adults regarding colleges, available resources, testing and scholarships; participate in the coordination and scheduling of special events for the career center.

ESSENTIAL FUNCTIONS:

Provide assistance, training and career information to students, faculty, administrators, staff and the public concerning Career Center functions and resources; present workshops, facilitate classroom presentations and administer skills, interest and aptitude career assessments.

Assist in scheduling and coordinating the use of career center resources.

Answer telephones and greet visitors; provide information and materials to students and visitors; refer callers and visitors to appropriate personnel for assistance; provide financial aid information to students and assist students with filling out college applications and scholarship forms.

Orient students, staff and others individually or in groups in the use and content of center resources and materials; operate and instruct others in the use of center equipment and computerized career guidance systems.

Maintain a library of college and university catalogs and career resource materials such as brochures, videos, catalogs, reference books, files, articles and other resource materials; order and request new and replacement reference materials.

Participate in establishing and maintaining systems for security, storage and retrieval of materials and equipment; check out materials, videos and catalogs; distribute testing forms.

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

Perform clerical support duties including filing, typing and duplicating a variety of materials such as fliers, bulk mailings, announcements and lists.

Assist in the coordination and scheduling of career days and other special events; reserve and set up facilities; schedule college representatives and others for speaking engagements; prepare related materials; coordinate various outreach programs and partnerships.

Communicate with District staff, counselors, students and outside agencies to exchange information and coordinate a variety of activities.

Operate a variety of office and classroom equipment including a fax machine, copier and a computer and assigned software; drive a vehicle to conduct work.

Attend a variety of meetings and conferences related to assigned activities; serve on various committees.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic public speaking techniques.
- Telephone techniques and etiquette.

ABILITY TO:

- Learn policies and objectives of the Career Center.
- Learn sources of college and career resources and informational materials.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
- Learn methods of career assessment.
- Learn financial aid and scholarship policies and procedures.
- Answer telephones and greet visitors courteously.
- Prepare and deliver oral presentations.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain records and files.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Meet schedules and time lines.
- Type at a minimum of 35 words per minute from clear copy.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Must be a former Workforce Investment Act I (WIA) Youth Works participant.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Evening or variable hours.

May be required to drive as needed.