

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CAREER CENTER TECHNICIAN

Salary Range 14

BASIC FUNCTION:

Under the direction of the Director Counseling/Matriculation, plans, organizes, and coordinates the operation and administration of the Career Center; performs a variety of career guidance, planning and screening service for career center clients to foster career decision making; guides students in research, identification and evaluation of career options and college transfer requirements; trains and provides work direction to assigned personnel; a performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans, organizes, coordinates and oversees the daily operation, services, and activities of the Career Center; strategizes and implements program development goals and objectives; participates in the development of long range planning and program review implementation. (E)
- Supervises, plans, coordinates, organizes and review the work of student workers; provides work direction and guidance for assigned personnel and student workers; coordinates student workers; coordinates student assistant's work schedules; monitors and prepares monthly time sheets; tracks student workers' FWS funding; prepares and presents student assistant job performance evaluations; participates in the selection of, and coordinates and provides orientation and training for Career Center staff and student assistants. (E)
- Oversees creations, compilations and maintenance of statistical data and records; gathers, compiles, tabulates, verifies and summarizes statistical data in order to prepare and generate reports indicating usage and other data; researches and prepares special reports as requested. (E)
- Guides and provides technical instruction to students and others in the use and/or operation of Career Center resources to research, review, identify, extract, evaluate, and assemble related career and educational information and/or opportunities; provides step-by-step instructions for students in the use of career assessments and resources, and hands on training as needed; assists individuals in analysis and interpretation of gathered information. (E)
- Administers, analyzes, reviews, and interprets computerized assessment tests and/or surveys to determine and identify values, interests, abilities, and personality type related to career decision making; provides information about identified career options; assists in evaluating the options and selecting a career goal, major and/or college; assesses student needs and makes referrals to the appropriate individuals and resources in support of individual's educational and career goals, and overall student success. (E)
- Disseminates transfer information regarding general education course requirements and the courses required for a particular major for a given university; assists students with interpreting printed articulation agreements between colleges. (E)
- Reviews, orders, catalogs, inventories; maintains, updates, organizes and displays Career Center catalogs, library materials, and automated resources. (E)
- Prepares, schedules, and delivers presentations to describe and publicize Career Center programs; conducts orientation tours as requested. (E)
- Prepares and disseminates flyers, newsletters, correspondence, and other materials describing Career Center activities. (E)
- Schedules and coordinates the use of Career Center resources; communicates with and assists faculty who develop lesson plans that contain projects related to career and transfer research and planning. (E)
- Maintains a personal information database by attending conferences, workshops, seminars, and meetings related to the duties and responsibilities of this class.
- Attends departmental meetings and serves on various campus committees. (E)
- Plans, coordinates schedules, and conducts career planning workshops. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of office support experience including the use of automated equipment and software and extensive public contact.

KNOWLEDGE OF:

Basic objectives and policies of career guidance programs.

Record-keeping techniques.

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

Modern office practices, procedures and equipment.

Standard office machines and equipment, including basic operation of computer terminals.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Apply basic career guidance and educational counseling programs concepts and practices.

Perform a wide variety of office assistance and support work with minimal guidance and supervision.

Operate office equipment and computers including related career planning support software.

Apply rules, polices, and precedents in different situations.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Type at an acceptable rate of speed.

Deal tactfully and courteously with the public and other District staff when providing information.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Maintain tools and equipment in a clean and proper working condition and provide proper security.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provide work direction to student workers – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, community members, faculty, counselors, other Districts and agencies, students, and the general public.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Lifting light objects.

Reaching to file and retrieve records.

WORKING CONDITIONS:

Career Center environment.

Constant interruptions and frequent interaction with students and staff.