

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: College/Career Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES

Working within the Center Scholar Program: to provide support to K-12 schools, focusing on college aspirations and awareness by providing college, career, and employment information to students, parents, and staff in collaboration with counselors.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Assists students, parents, and guardians with researching colleges and post secondary education opportunities.
2. Selects, orders and maintains college information and publications, cross referencing materials according to major and occupation.
3. Discusses college admission test procedures, college admissions requirements, financial aid requirements, and application deadlines with students.
4. Facilitates internships for seniors prior to college entrance.
5. Serves as a resource for counseling staff and assists teachers and counselors with implementing college education activities.
6. Develops a counseling network and provides tools and materials for use by students.
7. Holds after school discussions with students regarding college goals and inform students regarding their individual rights and responsibilities in the college admissions process.
8. Assists students and parents with the following programs, strategies, and resources:
 - Catalogs
 - Administration and support of college entrance, aptitude, and career assessment
 - Admission procedures including workshops, classroom visits, individual help, parent meetings, campus visits
 - Application workshops (daytime/evening sessions)
 - College/career based software
 - Organizes College Information Night
9. Assists students and parents in the following work and job skills, programs strategies and resources:
 - Issue and maintain student Work Permits
 - Monitor and update appropriate job listings
 - Assist students with completing employment applications or resumes
 - Provide information on interview techniques and employment skills

- Maintain up to date information on training prerequisites, job descriptions, job requirements, salary levels and working conditions in numerous occupations fields
 - ROP liaison with Sacramento ROP and 49'er ROP
 - Provide ROP workshops and fairs
 - Coordination with WorkAbility Program
10. Provide a regular newsletter that addresses college information and highlights.
 11. Arranges field trips, observations and representative visits for college/career-bound students.
 12. Provides college information to elementary students.
 13. Provide College information and visitations to Junior High School students.
 14. Coordinates Scholarship and Award Programs.
 15. Prepares correspondence, memos, reports and related documentation.
 16. Maintains, updates, and files computerized information retrieval systems.
 17. Answers the telephone and greets office visitors, taking messages and/or referring calls/visitors to appropriate staff.
 18. Continues education by attending workshops, career meetings, conventions, etc. that will strengthen the program.
 19. Provides access and guidance during summer/evening hours for interested parents and students.
 20. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper use of English, grammar, spelling, vocabulary and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
- Proper administration and uses of standardized tests.

Ability to:

- Learn school/district rules, regulations, and procedures and apply them in a variety of situations.
- Interpret test scores and test related data to students, parents and staff
- Perform a variety of office support work.
- Maintain filing and record keeping systems including a computer data base.
- Perform math calculations quickly and accurately.
- Learn and use a variety of computer software programs including word processing, spreadsheets and other programs.
- Operate a variety of standard office machines and equipment.
- Meet and maintain the core physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Communicate effectively in both oral and written form.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Graduation from a four (4) year college or university with a degree in social sciences, counseling or related field.
- Related experience preferred.
- Previous experience in record keeping and office support work.
- Valid California Driver's License.
- Complete hepatitis vaccine series.
- TB Test clearance.
- Drug test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.