

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAREER GUIDANCE ASSISTANT (Range 18)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the organization, maintenance and operation of a Career Center and provide a variety of career information and materials; communicate with students, faculty, parents and community representatives concerning career planning and college entrance.

REPRESENTATIVE DUTIES:

Assist in the organization, maintenance and operation of a Career Center to provide Regional Occupational Program (ROP), career, college and military related information and assistance to students, faculty, staff, parents and counselors; distribute a variety of Career Center information and applications. *E*

Perform a variety of clerical duties such as filing, answering telephones, duplicating materials and related activities. *E*

Maintain an inventory of ROP materials, current catalogs and other materials relating to college, job opportunities, careers, technical schools, scholarships and other information. *E*

Maintain current lists and bulletins concerning scholarships, available jobs and financial aid availability as assigned; provide information concerning scholarships and assist with the completion of application forms; maintain current information in the scholarship book. *E*

Assist students with locating and using Career Center materials and equipment; provide assistance to students in the use of computer programs for career search, college and apprenticeship programs, national test study programs and financial aid. *E*

Recruit and enroll students in ROP classes; request ROP grades; monitor progress. *E*

Prepare and conduct presentations publicizing activities, programs or resources of the Career Center and Guidance department. *E*

Maintain a variety of records and files related to students and Career Center activities. *E*

Operate a variety of office equipment including typewriter, calculator, computer, copier, audio-visual equipment and fax machine. *E*

Schedule appointments for students or parents to meeting with personnel or outside organizations as appropriate.

Assist in scheduling visitations by representatives from local colleges, military and businesses; assist with organizing, coordinating and publicizing career-related events and other opportunities for students to learn about higher education and vocational training and preparation.

Assist with testing various grade levels with career and aptitude-related materials; provide guidance to students related to results and relevant career or college programs; consult appropriate staff regarding results.

Assist in the development and implementation of special programs, such as workshops, fairs and related events.

Attend ROP meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career and occupational resources, trends and opportunities.

College entrance requirements and procedures.

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

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

Operation of a personal computer and standard office machines.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Assist in the organization, maintenance and operation of a Career Center and provide a variety of career information and related materials.

Provide assistance and information concerning career planning and college entrance to students, parents, faculty and others.

Assist in distributing or explaining information and materials related to career/college opportunities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Present information to individuals and small groups.

Operate modern office equipment including personal computer and standard office machines.

Type at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Career center environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Hearing and speaking to exchange information and make presentations.

Seeing to read and locate various materials.

Reaching overhead, above the shoulders and horizontally, or bending at the waist to file materials.