VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAREER RESOURCES SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide for college programs in career development, job placement and transfer; provide information to students, staff and visitors relating to career development, placement and transfer; coordinate special events related to programs served.

REPRESENTATIVE DUTIES:

Operate the Career Development, Placement and Transfer Center; work closely with students to respond to questions or needs dealing with careers, transfers and job opportunities. E

Develop, maintain and update effective career resources and services; administer, score and interpret various career guidance tests and inventories. E

Provide information and advice to students concerning job placement as needed; participate in job recruitment activities; maintain job boards of available positions. E

Oversee the testing and transfer program functions assigned to the Center. E

Maintain communication with various employers in the area to establish or maintain jobs for students. E

Plan and coordinate special events, tours and professional visitations; develop policies and procedures for special events, including Job Faire. E

Plan and develop publicity for career development and placement; design brochures and flyers promoting the services of the career center. E

Oversee the scholarship program as assigned; compile and distribute information; authorize release of funds. E

Serve as liaison between the Career Center and community agencies, high schools, and other organizations in the area of Career Placement. E

Review and analyze resource materials to be purchased for the career center including books, audio-visual films and office supplies; direct the evaluation, purchase, classifying, processing and filing of useful career guidance information and materials. E

Perform related duties as assigned.

Established March 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career planning tools and assessments
Job recruitment and placement procedures and techniques
College educational process and requirements
Oral and written communications skills
Telephone techniques and etiquette
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy
Applicable sections of State Education Code and other applicable laws
Technical aspects of field of specialty
District organization, operations, policies, procedures and objectives
Various rules and regulations concerned with career counseling
Basic counseling skills
Public relations techniques

ABILITY TO:

Communicate effectively both orally and in writing
Learn to interpret, apply and explain rules, regulations, policies and procedures
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Plan and organize work
Develop effective advertising and publicity for the career center
Coordinate a variety of special events

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college with a major in business, social services or related field and two years of student services or related experience in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Career Development and Placement Center office environment
Driving a vehicle to conduct work
Constant interruptions and frequent interaction with students, staff and the public

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Light lifting of materials
Reaching to file and retrieve records