

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

---

Position Title:	<b>COLLEGE AND CAREER CENTER TECHNICIAN</b>
Job Family:	Student Services
Reports to:	Career and College Planning Coordinator
Salary Level:	Range 26
Calendar:	Classified 12 Month

---

**SUMMARY:**

Under the direction of the Career and College Planning Coordinator, provide, guide and direct students to comprehensive scholarship program sources, college information, financial aid resources and applications, and preparatory materials for college entrances examinations, including the Scholastic Achievement Test (SAT), Preliminary SAT (PSAT) and the American College Testing (ACT) tests; develop and deliver a variety of informational presentations to students, parents and faculty regarding colleges and universities resources, testing and scholarships; coordinate special events for the College & Career Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support and maintain daily operations of the College & Career Center; organize and make available comprehensive array of college scholarship program informational materials, applications and online resources.
- Collaborate with college representatives, community-based organizations and local businesses.
- Oversee and order testing information, fee waivers, materials and supplies for standardized scholastic examinations, including the PSAT, SAT, and ACT.
- Promote and recruit for examinations; respond to student and parent inquiries regarding testing requirements, sample questions and formats, and explanation of college use of results for enrollment purposes; record and document student examination registration within prescribed testing dates, test sites and ensure systematic sign-in during testing events; request and monitor daily announcements on fee waivers.
- Collect and compile college exploration information, requirements, financial aid information, forms applications, college planning resources, academic planning assessments, college entrance examinations preparation and related materials.
- Coordinate and schedule college activities and other special events, including assisting with Senior Interviews and Academic Awards Night; reserve and set up facilities; organize and schedule college representatives, local business leaders and others for speaking engagements; prepare and publicize related materials.
- Schedule field trips to colleges and universities; maintain active relationships with local community and college professionals, and other community based organizations to develop college preparatory activities, collaborative partnerships and exchange of shared resources.
- Develop and deliver training and information to students, faculty, administrators, staff and the public concerning College & Career Center functions and resources; conduct informational workshops and facilitate classroom presentations related to the College & Career Center resources; administer skills, interest and aptitude assessments and surveys.
- Schedule and support the use of the College & Career Center resources; maintain master calendar for the College & Career Center and planned activities, events and presentations; utilize automated equipment and software to review, extract and assemble related career exploration and educational information.
- Orient students, staff and others individually or in groups in the use and content of the College and Career Center resources and materials; operate and instruct others in the use of equipment and computerized guidance systems.

- Maintain a library of college and university resource materials such as brochures, videos, files, articles and other resource materials; monitor and maintain records of the College & Career Center activities and programs.
- Develop materials to publicize and promote college planning activities; collect, maintain and distribute related materials.
- Perform clerical duties including filing, typing and duplicating a variety of materials such as fliers, announcements and lists; send and receive emails; answer telephones and greet visitors.
- Communicate with staff, faculty, counselors and outside agencies to exchange information and coordinate a variety of activities.
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.
- Attend a variety of meetings and conferences related to assigned activities.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: associate's degree with course work in counseling, human relations or related field and two years experience working with students from diverse cultural and socioeconomic backgrounds.

Knowledge of:

- Principles, practices and techniques of providing educational assessments and college guidance to students.
- Basic interviewing and advisement techniques.
- College information and resources.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Public speaking and public relations techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.

Ability to:

- Implement policies and objectives of the College & Career Center.
- Learn sources of college resources and informational materials.
- Provide general and reference assistance to students and teachers.
- Prepare and deliver oral presentations.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and maintain records.
- 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.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree in a related field.
- Event planning experience.
- Bilingual in Spanish and English.
- Experience working in a school counseling or educational guidance environment.

**WORKING CONDITIONS:**

Environment:

- Office environment.
- Constant interruptions.


Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to shelve materials.
- Lifting, carrying, pushing or pulling materials and/or equipment.
- Reaching overhead, above the shoulders and horizontally to shelve materials.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018