

CAREER RESOURCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves collecting and organizing college, career and occupational data to provide source materials for students and teachers, including college catalogs, college applications, testing materials, job fair flyers, etc. While the incumbent works closely with guidance counselors to ensure the collection of information appropriate to the students' strengths and interest, she/he does no counseling. Any questions concerning choice of careers and/or schools are directed to the guidance counselors. The incumbent will use a variety of research tools including a Guidance Information System computer program. The work is performed under the direct supervision of the Assistant Principal. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses Guidance Information System program to access schools with curricula appropriate to each student's area of interest;

Requests and collects college catalogs, college applications, posters, flyers, etc. concerning degree programs, training courses, job fairs, aptitude testing, financial aid, etc.;

Distributes forms and applications upon request;

Maintains informational bulletin boards;

Telephones schools to request updated information and applications;

Meets with visiting representatives to obtain detailed information about individual programs and to update admission requirements and scholarship information;

Meets with school personnel regarding specific students;

Assists students in attending college level courses during the summer;

Researches options for students with special needs;

May make presentations to parent and other groups to publicize activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of college preparation including testing requirements, college application procedures, financial aid requirements, etc.; ability to work with students; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from a four-year college with a major in social sciences, communications, education or related field.