



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### CAREER RESOURCES/COUNSELING AIDE

A Classified Position

[Grade 19 – Salary Schedule 60](#)

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#### A. General Statement

Under general supervision, the Career Resources/Counseling Aide is involved in planning, coordination and implementing a variety of services related to student career resources, information, and services. The Career Resources/Counseling Aide plans and implements a resource library of online and print materials related to career opportunities, employers, job requirement, job openings, and other career information. Public contact is extensive, and involves students, staff, employer representative, community and government agencies, other educational institutions, vendors and other personnel for the purpose of exchanging current information related to industry trends, employer staffing requirements, job development, career fairs, program publicity and other related services. A moderate degree of independent judgment and creativity is required to plan innovative program services and to represent the College in contacts with outside employers and other organization representatives. Consequences of errors in judgment can be costly in public relations and employee time. A Career Resources/Counseling Aide can lead the work of student assistants and other staff as assigned.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with students, college staff, employer representatives, and others concerning career program services and information
2. Confers with management and other staff regarding program plans, service enhancements, staffing requirements, program evaluation, publicity, scheduling and other matters
3. Meets with potential employers to identify job placement opportunities and with employer representatives and other educational institutions to publicize program services, potential employee availability, and community services
4. Attends meetings, conferences, and other events to obtain current program information

5. Assists students in determining existing job skills and the skill requirements of various career opportunities, as well as with contacting potential employers, preparation of application materials, and interview readiness
6. Coordinates the administration of career assessments and diagnostic surveys
7. Coordinates introductions and follow-up for student job placements
8. Makes referrals to career and other counselors, instructional programs, and other college services
9. Demonstrates and participate in the use of special web-based software and the internet in job seeking when assisting students
10. Enters, modifies and retrieves online data related to career resources, employer profiles, client records, job opportunities, student placements and other information
11. Uses a variety of computer software, including spreadsheets, to format, compose, and prepare correspondence, brochures, surveys, forms, reports, online and print publicity materials
12. Researches data for a variety of presentations, reports, surveys, and other uses
13. Plans and coordinates the logistics, staffing, implementation, and evaluation of job fairs, tours, presentations, group meetings, community activities and business events which publicize the career resources program and services
14. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in sociology, psychology, human resources, or a closely related field
  2. Successful related experience of increasing responsibility that has included interviewing and assessment
  3. Experience with event planning and coordination
  4. Extensive public contact experience with people of diverse cultures, language groups and abilities
  5. Skill in oral and written communication, including public speaking
  6. Experience researching, compiling and formatting data for reports
  7. Experience with the organization and maintenance of electronic and manual files and records
  8. Experience with the use of a variety of computer software to compose and prepare correspondence, forms, reports, presentations, publicity materials and other written materials
  9. Demonstrated skill in working as part of a customer service team
- OR
- An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This classification requires small and large-group public speaking and interaction, attention to detail, good memory, strategic planning, tact and sensitivity, alternate sitting and standing for long periods of time, data comparison and evaluation against detailed criteria, creativity, accountability, and flexibility in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of various career options and resources available for students and other program clients

2. Knowledge of labor market trends, including wages, skill category requirements and job search methodologies
3. Skill in researching, compiling, formatting and reporting statistical, demographic and other complex data.
4. Skill in effective, respectful, and sensitive interaction with people who are diverse in their cultures, language groups and abilities
5. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems
6. Skill in oral communication, including public speaking
7. Skill in written communication
8. Skill in interviewing, skills assessment, data comparison, job development, and job placement
9. Skill in planning, coordinating, implementing and evaluating the logistics and details of large events
10. Skill in coordinating the work of others
11. Ability to work effectively as part of a customer service team

(7/2013)