

CAREER TECHNICIAN

CLASS SUMMARY

Under general supervision – Assess, advice and direct students to job resources or appropriate programs; performs related duties as required.

REPRESENTATIVE DUTIES

Assist students with resume and cover letters, completing applications and interviewing skills. Refer students to occupational and training information, campus services, and occupational resources. Create and/or present career center workshops, market services to classes and participate in job fairs. Phone or makes on-site contact with present or potential employers to develop jobs and/or to visit workers at their job sites; reviews job orders; reviews continuing education and/or training programs; counsel students on job search qualifications and techniques; meets with counselors and instructors to coordinate placement efforts; directs students to appropriate job openings or programs; conducts group orientation programs for students; screens non-profit organizations' requests for CETA jobs; directs students to counselors; prepares regular and special reports.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to an A.A. degree with course work in social sciences, business, and/or counseling, and one year's experience in employment interviewing and placement or a related field.

Knowledge and Abilities

Good Knowledge of: employment market in the area; various alternative programs (e.g., work-study, trainee, apprenticeship available); qualification for those programs; interview techniques which need to be taught to students; legal criteria for assessing job opportunities.

Knowledge of: basic counseling techniques; business economics; problems of the students seeking employment.

Ability to: communicate effectively with students, faculty and employers; follow-up on leads on own initiative; match student capabilities with placement opportunities and direct students to most appropriate placement; determine exact requirements and demands of specific placement opportunities.

License: valid California Motor Vehicle Operator's License.