

## **CAREER GUIDANCE SPECIALIST**

### **CLASS SUMMARY**

Under supervision – assists in organizing and executing the operation of the Career Planning Center; assists in developing programs to meet student needs and to ensure provision of updated career, labor market and college information to students, faculty, staff and RSCCD community; assists in developing referral systems; provides individual and group guidance and assistance; assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Orders, reviews, catalogs, inventories and maintains a wide variety of educational and career related material; prepares and updates lists of information and resources available in the Center for use by individual students, classes and teachers; maintains audio-visual material; evaluates material to keep information current; schedule and plan career workshops; arranges for speakers programs and job skills workshops assists in publicizing the Center on campus and in community through fliers, bulletins, T.V. announcements, posters and other media, prepares press releases; conducts tours of the Center; assists students and others with job applications, resumes and interview preparation; describes vocational and related tests to students; informs staff of new materials in Center.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator/supervisor.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to an A.A. degree with course work in counseling or social sciences, and one year of experience in a position that involves principles and techniques of para-professional counseling related to student career choice.

#### **Knowledge and Abilities**

Good Knowledge of: sources and types of vocational literature and material; basic self appraisal (vocational) tools and techniques; sophisticated appraisal and counseling resources available and criteria for referring people for additional counseling.

Knowledge of: a wide variety of vocational career opportunities and criteria for choosing those careers.

Ability to: speak to and direct groups research necessary material and resources on own initiative; prioritize and budget time, space and monetary resources; identify persons who should be referred for help beyond that which can be offered by the Center itself; evaluate and critique usefulness of a wide variety of guidance material; work with individuals from various socio-economic backgrounds.