

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

COLLEGE AND CAREER CENTER OUTREACH SPECIALIST
CSEA

DEFINITION OF POSITION

Under direction of the site principal, the College and Career Outreach Specialist organizes and operates a high school college and career center; provides a wide variety of college and career information, materials and opportunities; communicates with students, parents and community representatives concerning post-secondary education options, career planning and opportunities, financial aid and scholarships; works with high school counseling and teaching staff; and to do job-related work as required.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Provides assistance and information to students, teachers, counselors and parents in the use of a high school college and career center;
- Visits classrooms to provide financial aid, scholarship, and college and career information to students;
- Designs programs and assignments such as mentoring, job developing, job shadowing, mock interviewing, parent orientation, student orientation and business-related intern programs;
- Assesses student college and career needs and goals and develops individual college and career plans and guides students through the college and career planning process;
- Schedules, arranges and publicizes college representative visits to students;
- Assists students with writing resumes and interviewing skills;
- Administers appropriate assessments;
- Inventories, orders, receives and processes career center materials and develops materials including career units for classroom assignments in conjunction with teachers' needs;
- Communicates information through print and publication for students, parents, staff and business community;
- Locates and schedules speakers for specific careers
- Assists in the planning and arranging of field trips and participates in business/industry committees;
- Performs clerical duties such as preparing and typing career center correspondence;
- Establishes and maintains records and files and prepares reports as required;
- Works cooperatively with outside agencies to fill a variety of college and career requests;
- Trains and supervises student assistants
- Supervises students using career center
- Performs job-related duties as assigned including clerical support and assistance in the counseling department as needed;
- Keeps local and national scholarships current;
- Meets with seniors regularly to keep them informed on scholarship and other college-related information
- Plans and coordinates senior awards night which consists of creating and maintaining senior records of scholarships and awards; develops and creates senior recognition night program;

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- Monitors and tracks all scholarships and awards for seniors;
- Organizes and maintains local school site specific scholarships;
- Maintains current information for local and national scholarship applications and publicizes availability;
- Implements and maintains local career opportunities;
- Attends UC and CSU conferences to keep up to date with changing college requirements;
- Shares procedures and information with school counselors;
- Implements and maintains community service outreach and employment opportunities;
- Maintains current job/community service board while seeking new opportunities for students;

DESIRABLE QUALIFICATIONS

Knowledge of:

- Human relations skills and techniques of marketing information to students, staff and community members;
- College application procedures, application processes, and financial aid;
- Workplace procedures and job development.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Organize materials and maintain a collection of college, career and job related materials;
- Establish positive relationships with students, parents, teachers and administrators;
- Make contact with members of the community and persuade their participation in activities of the college and career center;
- Make oral presentations;
- Take initiative and assume responsibility;
- Use modern office equipment;
- Have computer literacy and be technologically competent with a variety of platforms including Google Drive;
- Learn and interpret policies, procedures, rules, laws, vocational and college requirements;
- Motivate students and support them in making the connection between school and college or career;
- Work independently with minimum supervision and self-motivation;
- Communicate with a variety of people at school and in the community;
- Respond to the needs of the teaching staff in their efforts to successfully prepare and support students for their futures;
- Work in a positive manner with students and staff members, while exhibiting patience and compassion.

EXPERIENCE/EDUCATION

Some college coursework and knowledge of college application procedures, college application process, scholarships, and financial aid. Spanish Bilingual preferred.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

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enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently

Standing/walking: Frequently

Waist bending: Rarely

Neck bending: Rarely

Squatting: Rarely

Climbing: Rarely

Kneeling: Rarely

Crawling: Rarely

Neck twisting: Rarely

Waist twisting: Rarely

Pushing/pulling: Rarely

Running: Rarely

Reaching:

Above shoulder: Occasionally

Below shoulder: Occasionally

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time

51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently

Simple grasping: Frequently

Power grasping: Occasionally

Fine manipulation: Frequently

Hand and arm twisting/turning: Frequently

Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings

BOT 8/20/2024