

## CAREER CENTER ASSISTANT

### DEFINITION

Under general direction, to oversee the operation, activities and services of the Career Center; to provide information and assistance to students, staff and Center visitors; to coordinate special events and conduct the public relations functions of the Center; to perform a variety of typing, recordkeeping and general clerical duties; and to do related work as required.

### EXAMPLES OF DUTIES

Oversees the operations, activities and services of the Career Center; provides specialized, technical information and assistance to students, staff and Center visitors; encourages and promotes the utilization of Center services and facilities; insures the provision and updating of services available from the Center; plans and promotes special events, programs and Center public relations functions; assists in the establishment and implementation of Center procedures, policies and services; performs public relations duties involved in communicating the philosophy, goals and services of the Center; performs a variety of clerical duties involved in the preparation and maintenance of data records and files and submits required reports; serves in a liaison capacity with community agencies, schools and organizations; coordinates Center activities and services with other offices and departments; assumes responsibility for insuring the meaningful use of Center resources, materials and equipment; supervises and trains Center staff; as necessary, refers students to other offices for further assistance; provides Center orientations and personally conducts tours of Center facilities.

### REQUIRED QUALIFICATIONS

#### Knowledge of:

- English usage, spelling, grammar and punctuation;
- Arithmetic, filing and recordkeeping procedures;
- Principles of office organization and management;
- Occupations and basic occupational terminology;
- Public relations methods and techniques.

#### Ability to:

- Oversee the operation, activities and services of the Career Center.
- Communicate effectively with students, staff, representatives of other agencies and organizations and members of the general public.
- Compile and interpret data.
- Establish and maintain cooperative working relationships with others.
- Promote and publicize Center operations, activities and services.
- Perform a variety of clerical and recordkeeping duties.
- Type at a speed of 45 words per minute from clear copy.

#### Training and Experience

Any combination of training or experience that could likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

One year of clerical, office management, library or public relations experience.