

GENESEE COUNTY

CAREER RESOURCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists students with the process of researching career and college options. The employee will routinely use personal computer software to assist students in career exploration and planning. The incumbent works under the direct supervision of the school principal. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists students in researching career and post-secondary options
Works with individual students and groups of students to provide information related to college and financial aid application timelines;
Meets with students and parents to clarify questions related to college applications, acceptance letters, and financial aid;
Assists students in preparing resumes and reviewing the interview process;
Schedules visitations with college admission counselors, military recruitment officers and local employers;
Keeps catalogues, magazines and resources current and in order;
Prepares bulletin boards and displays;
Collects and posts scholarship opportunities;
Seeks information on College Board preparation classes and shares with students;
Coordinates commencement activities such as ordering announcements, caps and gowns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR

PERSONAL CHARACTERISTICS: Working knowledge using computer search engines, creating databases and maintaining relevant documents; working knowledge of the admission process for a two or four year college including required entrance exams and supporting documentation needed; working knowledge of vocational and technical schools and their entrance requirements; ability to interact and communicate effectively with diverse populations including students, school personnel, parents and the community; ability to maintain rapport with adolescents; ability to maintain accurate records; ability to multi-task, complete multiple projects and meet deadlines in a timely manner; ability to work flexible hours as requested; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma recognized by the NYS Department of Education, AND EITHER:

- A: Graduation from a regionally accredited college or university with a Bachelors Degree,
- OR:
- B. Graduation from a regionally accredited college or university with an Associate Degree and two (2) years of experience assisting students in

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MINIMUM QUALIFICATIONS, Continued:

exploration of career and post-secondary options, counseling, human services or other job related field,

OR:

- C. Any equivalent combination of training and experience as defined by the limits of A or B above.

Competitive Class

Adopted 10/27/06

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.