

TITLE: Career Centre Assistant
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of a Principal or Delegate, provides students with information and materials related to career opportunities and provides clerical services to the Centre.

DUTIES:

1. Provides information and materials regarding careers, admission requirements and funding sources and assists students in all aspects related to Career and Personal Planning.
2. Maintains, updates and circulates reference materials including calendars and circulars from post secondary institutions.
3. Prepares and maintains schedules for student use of career-based computer programs and monitors the correct use of equipment and information.
4. Provides a variety of clerical services including typing reports, forms and composing routine correspondence.
5. Schedules seminars, field trip, interviews, guest speakers and participates in Career Centre activities.
6. Liaises with students, parents, staff, community and Canada Employment Immigration Centre.
7. Liaises with District Work Studies/Work Experience Coordinator and assists with distribution and processing of all forms and records required by the program.
8. Participates in Career Centre meetings and supports Career Education classes.
9. Operates standard office equipment, including a personal computer, photocopier, fax machine and provides first-line maintenance as required.
10. Occasionally provides transient and emergent back-up duties to other office staff.
11. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills.
- Proficient in written and spoken English

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	18 - Career Centre Assistant
LOCATION:	Schools
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	2	3	3	4	2	1	1	2	1
Total Points	245										

RATING CLASSIFICATION: LEVEL	8
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