

**TITLE:** CAREER CENTRE ASSISTANT  
**SECTION:** School based  
**REPORTS TO:** Administrative Officer or delegate

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**#92A**

## **SUMMARY**

Under the general supervision of the Administrative Officer, or delegate, provide all clerical services and carry out organizational functions to efficiently manage a school-based Career Centre which provides current Career research information, post secondary educational planning tools, work experience opportunities and records, career preparation program and the computer based "Choices" Career Program.

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## **DUTIES**

1. Provide secretarial services in support of the school based Career Preparation Program, Work Experience, Career and Personal Planning curriculum, and provide career-related assistance to professional staff and students in the operation and management of a Career Resource Centre.
  2. Assist staff with student placements and student records utilizing a computer network to establish and maintain tracking systems for Work Experience and Career Preparation programs including updating the Community Information System (CIS) and the maintenance of student employer records.
  3. Provide assistance to staff and students, in individual or classroom settings, in the selection of courses, employment experiences relative to career trends, awareness, directions and current opportunities.
  4. Liaise and communicate as required to obtain and keep current all information and data requirements for post secondary applications, scholarship, bursary and finance programs including international travel/study opportunities, and maintain hard and soft files to ensure rapid retrieval and circulation of information.
  5. Prepare and maintain schedules for individual student or small group use of the Choices Computer system and demonstrate and monitor the correct use of both the program and the equipment.
  6. Assist staff with organization, preparation and delivery of career related promotions and presentations including the recruitment and organization of guest speakers, special event functions and in house and community display
  7. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent.
- Secretarial training including computer courses with word processing, database software.
- A minimum of one year related experience or an equivalent combination of training and experience.
- Minimum keyboarding speed of 40 c.w.p.m.
- Organize and work effectively under pressure to meet required timelines.
- Successful completion of, or a willingness to complete the "Choices" Training program.
- Ability to perform duties with minimal supervision and work effectively under pressure and within assigned timelines.
- Good interpersonal, communication and supervisory skills.
- Demonstrated ability to establish and maintain respect for and from students.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to operate audio-visual equipment and other standard classroom and office equipment.

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1996.06.20/2000.07.13

*School District 68 (Nanaimo-Ladysmith)*