

**TITLE: CAREER SERVICES ASSISTANT**

**#139**

**SECTION:** District Career Services Office

**REPORTS TO:** Career Services Coordinator

---

## **SUMMARY**

Under the general direction of the Career Services Coordinator or designate, provide administrative coordination of the Career Preparation Program, Work Experience Program and Career Information Computer System (CIS) for program delivery to students at school-based centres, including collaboration with school-based professional and support staff, community employers and resources. Serve as secretary-treasurer of district scholarship program. Provide secretarial and clerical support to the coordinator and program staff.

---

## **DUTIES**

1. Coordinate, problem solve, update and modify the multi-user computer network, Community Information System (CIS) to allow delivery of Career and Work Experience programs in the Secondary School Career Centre sites throughout the school district ensuring new or changed procedures are consistently implemented and that a standardization of process is maintained.
  2. Supervise assigned staff and provide ongoing advice and assistance to school-based Career Centre staff.
  3. Extensive communication with community resources, employers, CIS liaison, financial institutions, donors, post-secondary institutions, government agencies, students and district staff on behalf of the program.
  4. Act as secretary-treasurer for the district scholarship program which includes management of all financial records, bank accounts and payment of district bursaries, scholarships and special funds.
  5. Prepare district scholarship booklet and applications for district distribution. Compile and summarize student applications prior to selection process. Maintain databases and compile reports for the district scholarship committee.
  6. Administer the procedures required for annual and monthly budget and accounting processes including the ordering, receiving and verifying of purchases utilizing the district's computer systems and standard office equipment as required.
  7. Provide secretarial and clerical support to the Career Service Coordinator utilizing word processing and database software.
  8. Monitor the accuracy and appropriateness of district information held in CIS and access data to compile statistical reports on career programs as necessary.
  9. Prepare forms to meet Ministry requirements for Career Education.
  10. Plan, organize and conduct training sessions and develop materials on CIS for Career Services staff individually or in groups.
  11. Prepare and maintain user manuals and assist with the organization of career program conferences and workshops as required.
  12. Enter and maintain CIS data for alternate schools.
  13. Maintain and balance a petty cash fund.
  14. May on occasion be required to perform other related duties as assigned.
- 

## **QUALIFICATIONS**

- High school graduation or the equivalent.
- Business training including basic accounting.
- Post secondary training in computer usage including multi-user computer systems, word processing and database software programs.
- Two years related experience or an equivalent combination of education and experience.
- Demonstrated ability to develop and deliver training or instruction and supervise others.
- Minimum keyboarding speed of 50 c.w.p.m.
- Ability to prioritize and organize work with minimal supervision within prescribed timelines.



**TITLE: CAREER SERVICES ASSISTANT**

**#139**

- Good interpersonal and communication skills.
- Good spelling, grammar, writing and editing skills.
- Ability to maintain the confidentiality of sensitive material seen or heard.