

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: TRANSFER/CAREER RESOURCES TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Student Development, operate a Transfer/Career Center which provides a variety of services to students planning to transfer to four-year colleges and universities; career labor market information; and provide career exploration and assessment materials.

#### **REPRESENTATIVE DUTIES:**

Operate a Career Center to provide career information and assistance to students, staff and members of the community; coordinate activities of the Career Center; prepare and provide current labor market information. (E)

Assist in the development of programs and services to facilitate the successful transfer of students to four-year colleges and universities. Provide individual and group assistance related to transfer issues. (E)

Research and provide current information for the Center; prepare, update and maintain lists of materials, information and resources available in the Career Center; maintain a central occupational file system; display appropriate career information and materials. (E)

Maintain the college catalog reference collection; maintain a wide variety of educational and transfer-related material. (E)

Provide advice and guidance to students, staff and community concerning career decision making and college planning; assist the Assessment Office in the administration and scoring of various tests. (E)

Coordinate transfer-oriented programs and events, such as: university tours, transfer guest speakers, workshops related to university application and college majors, tours of the Center. (E)

Assist in the preparation of a variety of statistical and other reports and records concerning the Center's operation; maintain operating files; maintain assigned budgets; prepare annual budget recommendations; monitor expenditures. (E)

Coordinate and conduct career planning and job skills workshops; advise patrons concerning interviewing techniques; conduct mock interviews. (E)

Operate computers, software, and other office equipment of the Center. (E)

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

District organization, operations policies and objectives.

Record-keeping techniques.

Applicable sections of the State Education Code and other laws.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Technical aspects of field of specialty.

Assessment procedures and instruments.

Labor market trends.

Materials used in a transfer center and a career center.

Transfer concepts, practices and procedures.

Principles and practices of operating a Transfer/Career Center.

**ABILITY TO:**

Interpret and explain test results, policies, procedures, rules, laws, vocational requirements, college and employer requirements.

Process a variety of career information and materials.

Develop and present a variety of career related information to students, staff and the public.

Operate a variety of office and Career Center equipment, including computer terminal and typewriter.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Orient students to the resources and services of the Career Center.

Train and provide work direction to others.

Prepare statistical and analytical report and maintain records.

Communicate effectively both orally and in writing.

Speak in public to a variety of groups and lead or facilitate small group workshops.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in business administration or related field and two years of related experience involving considerable public contact.

**ENVIRONMENT:**

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Transfer/Career Center environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting and carrying light objects.

Pushing or pulling hand trucks.

Bending at the waist, kneeling or crouching.