



QUALIFICATIONS, EDUCATION, SKILLS, ABILITIES

- Minimum two (2) years of college with at least (60) college credits
- Strong oral and written communication skills
- Excellent interpersonal skills and the ability to work well with others
- Working knowledge of Microsoft Office software including PowerPoint, Excel, Access
- Familiar with the use of audiovisual and computer equipment for public presentations
- Knowledge or ability to assimilate large quantities of information related to career development and planning, as well as post-secondary educational opportunities

ESSENTIAL JOB FUNCTIONS

- Explores post secondary opportunities and maintains an up-to-date library of college and career training materials
- Keeps abreast of changes in the job market, both locally and nationally, to guide students in career planning
- Researches and catalogs financial aid opportunities and assists students with searching and applying for scholarships
- Assists students with investigating college and career training programs and in applying for admission to post-secondary institutions
- Plans, organizes, coordinates and implements apprenticeships and career-related activities for high school students
- Plans, organizes, coordinates and implements programs to familiarize students with colleges and other institutions of higher education
- Presents information sessions on college and career planning, as well as scholarship searches and financial aid applications, to students, parents and the community
- Arranges appointments with recruiters from colleges, the military, and the employment sector
- Develops monthly newsletters with a wide-range of information related to post-secondary planning for dissemination to high school students and for electronic posting on school and system websites

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.