

Job Title: Administrative Assistant: Career Center
Classification: Office Personnel, Level C
Reports To: Principal

General Description: Under the supervision of the Principal, is responsible for performing administrative assistant duties in the daily operations of the school office. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Coordinate Career Center resources, orient new students, lead presentations, and assist students with career and college options using in-person and web-based resources. Educate students and parents on financial aid, scholarships, and college planning tools to assist with post-secondary decisions.
2. Organize career fairs, college visits, trades and apprenticeship programs, and guest speakers. Schedule, promote, and facilitate these events to provide students with career and post-secondary information.
3. Build and maintain relationships with colleges, businesses, military, government agencies, and community organizations to establish volunteer, internship, and employment opportunities for students.
4. Organize and publicize field trips to colleges, career fairs, businesses, construction projects, and CTE-sponsored events, ensuring students are exposed to post-secondary and career opportunities.
5. Serve as the Sno-Isle Tech Liaison; coordinate the Sno-Isle Tech application process, arrange field trips for interviews, and maintain communication with students, families, transportation, and staff regarding program updates.
6. Collaborate with district staff to recruit internship placements, track students' work-based learning credits, and manage Parent/School Authorization Forms.
7. Provide one-on-one guidance on job-seeking skills, resume writing, interview techniques, college applications, and essay writing. Assist students with SAT/ACT preparation, scheduling, and applications.
8. Provide information to students and parents on college admissions and career paths, helping them find schools that fit academic, social, and financial needs. Provide FAFSA support and coordinate FAFSA workshops to help students apply for financial aid.
9. Assist students with accessing scholarships, processing applications, and maintaining scholarship databases. Organize Senior Awards Night, including identifying recipients, maintaining records, and producing the event program.
10. Organize and maintain records, databases, and resources on career contacts, scholarship awards, budgets, and other materials for counselors, students, and staff to ensure accurate reference resources.

11. Administer and interpret results from interest inventories and assessments like the ASVAB. Support students with self-administered career surveys and interpret career exploration tools as needed.
12. Coordinate and submit Washington State Scholars and State Honors Program nominations. Collect test scores, calculate GPAs, and ensure students meet state recognition guidelines.
13. Prepare correspondence for the principal, counselors, and CTE Director. Publicize events and opportunities through letters, flyers, websites, email, bulletin boards, and other platforms to inform students and the community.
14. Supervise and mentor student assistants by providing ongoing training in office procedures and communication skills, while emphasizing professionalism.
15. Organize and maintain records for College Bound Scholarship students and support them in applying to colleges or vocational programs.
16. Carry out other tasks or responsibilities as directed by school administration to support the overall functioning of the Career Center.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Business training and/or three years of administrative assistant/secretarial experience including computer literacy and records maintenance, preferred.

Knowledge, Skills, and Abilities:

1. Knowledge of general office procedures, including filing, recordkeeping, accounting, and application of safety procedures related to performance responsibilities.
2. Knowledge and skills in computer usage, software and navigation.
3. Skills in verbal and written communication.
4. Skills in organization, time management, flexibility and multitasking.
5. Skills in accounting/bookkeeping procedures and accurate and efficient data entry.
6. Skills in Word, Excel, keyboarding, data entry and other computer programs.
7. Ability to independently respond to problematic situations and remain calm in stressful situations.
8. Ability to work well under pressure and to meet tight timelines with a high degree of accuracy.
9. Ability to collaborate and contribute to a healthy work environment.
10. Ability to provide backup within office personnel positions and collaborate and contribute to a healthy work environment.
11. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
12. Ability to take direction in a professional manner and follow through.
13. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
14. Ability to maintain good working relations with co-workers, staff, students and community members.
15. Ability to follow SSD policies, procedures and protocols.
16. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
17. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

SSD Approval: 3/9/06

Revised: 08/2010, 05/2017, 09/2017, 05/2024, 12/2024 (ADA)