

Career Centre Coordinator

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OVERVIEW

Reporting to the School Administrator and working in conjunction with the Director of Career Program and Post-secondary Liaison, the Career Centre Coordinator is responsible for coordinating the school-based Career Centre. The Coordinator ensures that the Centre provides access to up-to-date and relevant job, career, post-secondary and scholarship information for students and that the Centre meets the school and District needs.

POSITION DESCRIPTION CAREER CENTRE COORDINATOR

CCC-1

Supports the efforts of students, staff and student's family members to make effective use of the Centre's resources by:

- providing guidance and support on the content and workings of the Career Centre;
- providing one-on-one advice and direction in the use and understanding of a wide range of information resources;
- assisting students to access resources that help complete career related course assignments;
- informing staff and students of new and updated resources (electronic, web-based and otherwise);
- facilitating and supporting students in the preparation of resumes, cover and thank you letters, work experience forms and the completion of applications for exchange programs, scholarships, post-secondary institutions and other related programs;
- preparing students for interviews through role-playing and addressing related questions; and,
- supporting students in the use of a variety of career orientated software applications and web-based resources

CCC-2

Ensures the Career Centre has thorough and up to date information and resources designed to assist job/work, career, post-secondary and scholarship searches by:

- researching, collecting, organizing and presenting materials and information including web-based and graduation portfolios resources and materials;
- preparing, organizing, maintaining, cataloguing and filing a variety of career related information;
- ordering supplies and resources; receiving and ensuring the accuracy/condition of incoming orders;
- setting up, operating and maintaining career oriented software applications;
- identifying and reporting technical problems related to computer hardware and peripherals;
- maintaining and sharing information related to Career Program activities, Secondary School Apprenticeship, ACE-IT and apprenticeship programs; and,
- researching and recommending products, technologies and services to School Administration and the Career Education team to ensure services support the School Community's needs

CCC-3

Promotes the use of the Centre by:

- informing students, teachers, counselors, administrators, work experience/career program staff, parents, and community members of the resources available;
- coordinating schedules to optimize the use of the Career Centre;
- producing the Career Centre newsletter, displays, bulletins, message boards, posters and handouts; and,
- overseeing the maintenance of the Career Centre website where applicable

CCC-4

Maintains liaison with the greater community to enhance the services offered by the Career Centre by:

- organizing and hosting post-secondary information sessions including supervising students and taking attendance;
- coordinating and supporting work experience orientations, training opportunities and workshops such as guest speakers, Spotlight Sessions and job ready certificate programs; and,
- maintaining a job/work and volunteer opportunities posting board

CCC-5

Supports the school based staff member(s) responsible for arranging work placements by:

- assisting students and supporting teachers in the selection of school arranged placement opportunities; and,
- maintaining and tracking work experience records and documentation tracking placements

CCC-6

As part of the Grad Transmission Plan, assists teachers who are responsible for portfolio management by:

- displaying information on gathering and collecting evidence for Grad Transmission Plan;
- tracking student information for portfolios such as work experience, physical activity and volunteer hours as required;
- providing related administrative support for students in the collection of their evidence; and,
- assisting with the coordination of Grad Transmission Plan
- verify/track the online Grad Transmission Plan work students have completed

CCC-7

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS
CAREER CENTRE COORDINATOR**

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Grade 12 or equivalent; and,</p> <p>a one (1) year post-secondary Office Administration Certificate including courses in records management and computer skills</p> <p>OTHER RELATED COURSES</p> <p>Course work in the area of Career Development is desirable</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>Six (6) months office administration experience in a computerized office environment OR one (1) year related experience</p>
KNOWLEDGE	<p>TECHNICAL REQUIREMENTS</p>

	<p>Knowledge of database management, spreadsheet and word processing applications, the internet and related educational software packages</p> <p>Knowledge of office procedures including records management</p> <p>Knowledge of career related and work experience programs is desirable</p>
<p>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL</i></p> <p>Ability to use the internet as a search tool</p> <p>Ability to train others in the use of related software</p> <p>Knowledge of a school system and willingness to gain an understanding of District policies and procedures as they relate to the job role</p> <p>Willingness to participate in related workshops and maintain currency of career related information</p> <p>Ability to handle cash, maintain receipts and appropriate financial records</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to interact with students, parents, District staff and community members in an effective manner</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion, writing and formal oral presentation</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to guide, lead and encourage others</p> <p>Ability to perform duties with minimal supervision</p> <p>Ability to maintain the confidentiality of sensitive information seen or heard</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to select and apply the most appropriate of established analytical procedures and techniques and evaluate the results for accuracy and completeness</p> <p>Ability to demonstrate motivation and determination in</p>

	understanding the needs of others and in acting to do something helpful
WORKING CONDITIONS	<i>OCCUPATIONAL REQUIREMENTS</i> Sufficient vision and hearing to perform related job duties Able to lift up to 18 kg and operate related equipment Able to perform related physical and mental activities

Reviewed and Revised: May 2013