POSITION DESCRIPTION

TITLE: Vocational Guidance Assistant
CATEGORY: Professional
FLSA STATUS: Exempt
GRADE: B

JOB SUMMARY: Provide academic, vocational and personal guidance services to students.

ESSENTIAL FUNCTIONS:

1. Conduct structured interviews; develop individualized student educational plans; liaison with sponsoring agency; provide case management services, including ongoing student progress assessments, crisis intervention, and on/off campus referrals. 60%

2. Create and maintain written case documentation, maintain files and records, student evaluations, and assessments; compile data and statistics; prepare and submit reports; ensure the program plans are implemented, monitored, and updated. 15%

3. Maintain liaison with faculty, other college departments, high school counselors, community organizations and agencies, and businesses to provide and disseminate information, coordinate efforts, and facilitate referrals; market the program's mission and goals to local employers. 10%

4. Assist students to access various college services including job readiness and placement, remediation classes, financial aid, disability/handicap, and developmental support; conduct student orientation presentations and job development; schedule and coordinate workshops, career explorations activities, and employability skills training. 5%

5. Monitor and track student registrations, update student files, assist with project evaluations and follow-up. 5%

6. Other duties as assigned. 5%

REPORTING RELATIONSHIP: Director or Program Manager

SUPERVISORY RESPONSIBILITIES: Provides work direction to assigned staff.
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor’s degree

EXPERIENCE: Three (3) years experience

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Detail oriented with strong organizational skills; ability to analyze a broad range of problems; high degree of thought, judgement and concentration in dealing with special populations; multi-task oriented to coordinate and plan work.

2. **Equipment Used:** Personal Computer and other equipment associated with an office environment.

3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

Duties require little physical effort in work with light (up to 10lbs), easy to handle materials. Duties performed causes light fatigue of eyes, fingers, or other faculties due to long periods of standing, sitting, and/or repetitive motion.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date