

CAREER ADVISOR

Division: 5 (Education Assistant)

Reports to: Principal

Job Summary

With minimal direction, the Secondary School Career Advisor provides career planning assistance to students, teachers and parents and maintains a Career Centre. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Schedules appointments and advises students regarding input criteria for the computer search program.
- Demonstrates and assists students in operation of computer search program.
- Answers inquiries and relays messages to and from parents, students, public and other staff by telephone, facsimile, computer, mail, or in person.
- Assists students to access external sources of career/educational information.
- Obtains up-to-date materials and information for the Career Centre from professional and community organizations and businesses
- Maintains Career Centre and Scholarship Bulletin Board.
- Maintains a knowledge of employment trends and career opportunities as well as post secondary entrance requirements to assist students in the process of course planning and applying to University/College/Trades School.
- Liaises with the School District Work Experience Coordinator to assist with work experience placements.
- Confers with counsellors and other staff.
- Refers students to counsellors and receives referrals for follow-up of career inquiries.
- Hosts and attends a variety of meetings with students, staff, parents, the community and donors to discuss and relay scholarship, career and post secondary information.
- Co-ordinates, the scholarship program.
- Assists students with preparing scholarship packages.
- Assists with and arranges special activities such as post-secondary institution field trips, guest speakers and Careers Day.
- Assist with organization of special events including Awards Night.
- Provides resource materials for the development of educational programs related to job search skills.
- Assists students with resumes, job search skills and interview strategies.