

# 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.

- Promotes use of and provides orientation to the Career Centre for teachers and students.
- Keyboards and composes a variety of materials including correspondence and memoranda.
- Files and maintains a variety of materials including correspondence, memoranda and resource materials.
- Duplicates, sorts, collates and staples materials.
- Performs other Career Centre related or emergent duties.

### **Equipment Used**

Photocopier, telephone, facsimile machine, computer, AV equipment and other office related equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma.
- Two years' post secondary education.
- Six months' experience working with adolescents.
- Basic level word processing skills.
- Basic knowledge of database computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contacts with public, parents, staff and students.
- Ability to effectively communicate, both verbally and in writing.
- Ability to work with constant interruptions.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to perform individually and as part of a team.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994  
 Revised: May 9, 2014  
 Revised: December 14, 2016  
 Secondary School Career Advisor