



Job Description

Job Title: Career Planning Assistant

JTC: CAD

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs general accounting functions requiring the exercise of initiative and independent judgement based on knowledge of the organization, functions, policies and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of computer technology to gather and maintain data, generate reports, perform advanced word processing functions.

Ability to guide, advise, and support students through the career planning, decision making, and job search processes.

Ability to multi-task and prioritize, while working with diverse populations.

Strong analytic skills and the ability to accurately interpret and convey the results of career assessments

Advanced oral and written communication skills to communicate and deal effectively with varying levels of DCCCD staff, students, vendors and general public from diverse backgrounds and must be able to discuss sensitive issues. Knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus three (3) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing specific career center activities such as but not limited to: assisting with the administration of career assessments, referring current and prospective students to needed and available support resources, assist students in preparing cover letters, resumes and portfolios, provides



instructions for the use of the location career center, monitors and facilitates student job search activities, and schedules student appointments for the professional Career Services staff.

Prepare and/or edit narrative and statistical career center reports, presentations, schedules, handbooks, newsletters, and promotional materials. Assist supervisor in monitoring budget allocations. Provides assistance on special projects; some positions may plan and coordinate special events such as but not limited to job fairs, employer information sessions, and other related student programs and/or events.

Participates in career center and other student development staff in planning career related activities and events that promote and/or enhance the college and its program(s) to current and/or potential students. May supervise the day to day activities of assigned clerical staff.

Serves as a liaison for the college with the local business community regarding student employment opportunities, on campus recruitment, job posting, career, and job fairs. Acts as a resource person for the department in answering inquiries of varying complexity relating to the specific functions of the department; provides information to students and/or potential students on college programs. Responsible for referring students to community services when appropriate.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.