

# San Diego Community College District

## NANC JOB DESCRIPTION

Title: Career Services Specialist

Unit: Non-Academic/Non-Classified Service

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Job Code: N1140

Original Date: 07/1988

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor, advise participants on vocational career goals; develop employment opportunities and placement of participants in unsubsidized jobs.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of San Diego vocational training programs and employment market, vocational assessment testing, job development and placement methods, and interviewing techniques. Ability to compile and analyze data, maintain records and prepare reports, assist participants in developing resumes and career objectives, administer and interpret assessment instruments, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

### **TYPICAL DUTIES INCLUDE:**

- Advise participants on vocational career goals.
- Develop employment opportunities and placement of participants in unsubsidized jobs.
- Compile and analyze data.
- Maintain records and prepare reports.
- Assist participants in developing resumes and career objectives.
- Administer and interpret assessment instruments.
- Maintain current occupational information on careers, employment prospects, employment trends, job requirements, and opportunities for vocational training.
- Work cooperatively with the business and industrial community to provide pupils with career information.