

**RANGE N02**

**JTC NO. CAD  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Career Planning Assistant

**DATE PREPARED:** Fall 2009

**DATE REVISED:** Spring 2014; Summer 2015; Fall 2016

**GENERAL SUMMARY:** An entry level position responsible for providing career center information and related services. Advise and assist students, faculty, employers and community members with career services opportunities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Performs a wide range of tasks in support of the efficient delivery of career services.
- 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.
- 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.
- 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.
- 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.
- Provides general office support to work area including maintaining files and records.
- 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.
- Provides support with on-campus and off-campus employment functions within the location career center to assist students, community members, and employers.

**Career Planning Assistant**  
**Page Two**

**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Some positions may conduct tours and provide programs utilizing the center resources for students, staff, faculty, and community groups.
- Some positions may prepare and/or edit narrative and statistical career center reports, presentations, schedules, handbooks, newsletters, and promotional materials.
- May supervise the day to day activities of assigned clerical staff.
- Assist supervisor in monitoring budget allocations.
- Performs other related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Work with light materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Associate's degree or higher plus one year of student services experience or related environment or graduation from high school or equivalent plus three years of student services experience or related environment. Advanced knowledge of computer technology to gather and maintain data, generate reports, perform advanced word processing functions and communicate with others. Requires valid driver's license. 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. Strong knowledge and experience providing effective customer service. Official transcript will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*