



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	CAREER DEVELOPMENT ASSISTANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	195 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8770
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Assists in all career development duties, including maintaining accurate records, and coordinating and providing training to further educational and workforce development for at-risk youth.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collects and compiles needs assessment information
- Coordinates training activities for staff and parents
- Conducts evaluation of all training activities
- Maintains individual training records
- Prepares reports in a timely and efficient manner
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Two (2) years of experience working with low income families
- Good oral and written communication skills
- Ability to work effectively with others
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in working with different age groups
- Experience in working with community organizations and agencies
- Experience in a diverse workplace