

TRENTON PUBLIC SCHOOLS

Trenton, Michigan

October 31, 2014

POSITION: Career Center Specialist

LOCATION: Trenton High School

SCHEDULE: School Year Schedule, generally 7:30 a.m. – 2:30 p.m., with some evenings

QUALIFICATIONS:

- Bachelor's degree is preferred
- Michigan secondary teaching certificate is desirable
- Excellent interpersonal skills and the ability to make school and community connections
- Desire to work with and assist high school students with career/post-secondary education decisions
- Experience with research
- Experience in counseling students on career options and post secondary education options
- Excellent communication skills, both written and verbal
- Demonstrated computer proficiency, especially Microsoft Office applications and MISTAR
- Proven "presentation skills"

PARTIAL DUTIES:

- Assist students with career research and related information for Career Pathways decisions.
- Help students and parents with Financial Aid (FAFSA).
- Assist and help students develop and maintain Educational Development Plans (EDP).
- Maintain and update career/counseling webpage and create helpful resources.
- Establish professional relationships with college and university representatives.
- Organize college visits and on site college admissions.
- Organize and assist with college night and financial aid night.
- Arrange field trips for students to area colleges.
- Research scholarships and pass information on to students and parents.
- Introduce all students to career technology.
- Help students find jobs and assist with applications, resumes, cover letters and interviews.
- Implement DCTC programs throughout Trenton High School and assist DCTC students.
- Assist with standardized testing at Trenton High School.
- Assist teachers with the integration of career information into existing curriculum.
- Establish effective communication with the business community.
- Establish job-mentoring activities for students.
- Maintain individual student career inventory files.
- Reports to the Head of the Counseling Department.
- Other duties as may be assigned by Supervisor or designee.

SALARY: \$26,268

EFFECTIVE DATE: ASAP following posting period and selection process

APPLICATION: All applicants must complete an online application no later than 4:00 p.m. on November 11, 2014. The online application can be accessed from the Wayne RESA website:

<http://www.resa.net/services/humanresources/onlinejobapplication/>