

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Career Resource Secretary

**REPORTS TO:** Principal

**QUALIFICATIONS:** High school diploma or equivalent training  
Minimum experience as determined by the Board of Education  
Maintains pleasant demeanor and has strong interpersonal skills  
Strong word processing skills  
Knowledge of automated office equipment and efficient office procedures  
Good telephone skills and ability to communicate effectively  
Ability to multi-task  
Has good working knowledge of AS/400 student system and Microsoft office applications  
Maintains confidentiality as required and appropriate  
Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** To provide ongoing updated career information services for students and staff to support the career exploration and career awareness, program in the school: provide students with direct access to current and relevant career information.

## PERFORMANCE RESPONSIBILITIES

1. Organizes and maintains college and career materials in the resource center. Maintains an attractive functional environment in the center.
2. Works directly with students in locating career information.
3. Assists students with computer searches for college and career information.
4. Refers students who need career counseling services to counselors.
5. Obtains speakers for teachers and as an ongoing service of the career resource center.
6. Arranges career-related field trips for students in cooperation with teachers and counselors.
7. Obtains free career materials, makes recommendations concerning purchased materials for the center.
8. Maintains all operations of the center, schedules its use in cooperation with Guidance.

Career Resource Secretary (continued)

9. Plans and conducts special events including but not limited to career days, career seminars, and special interest activities.
10. Proctors the administration of interest inventories when appropriate.
11. Maintains ongoing records of center use and prepares monthly reports required. Secures student evaluation reports following field trips, speakers, and special events.
12. Conducts, public relations activities on an ongoing basis, develops articles for school and community newspapers. Prepares bulletin boards and displays.
13. Performs any other such duties as assigned.

Approved: 8/89

Approved: 5/12/09

Revised: 9/24/09

JD/School Building Personnel