

CAREER AWARENESS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing career awareness, planning, and guidance to students attending school. Employees in this class will participate in speaking engagements and will implement activities, programs, and workshops with an emphasis on career awareness. Work is performed under general supervision with leeway for independently performing many of the duties of the position.

TYPICAL WORK ACTIVITIES:

Plans and conducts workshops, seminars, and presentations relating to career awareness and planning;

Plans and conducts workshops for non-traditional occupational training;

Conducts recruitment programs to enroll high school students into the occupational education program;

Maintains communication with post secondary institutions;

Plans and participates in student field trips to employers, educational institutions, and cultural institutions;

Assists with public relations activities relating to Vo-Tech education programs;

Coordinates career fairs in various school districts;

Provides information relating to alternative high school, career assistance, and social service programs available in the community;

Participates on a number of councils, or committees relating to career awareness and development issues;

CAREER AWARENESS SPECIALIST

Page 2

Coordinates the activities of various school districts receiving funds through the Vocational Applied

Technology Act;

Coordinates community projects for youth;

Provides assistance on guided tours of the vocational center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the principles, practices, and techniques of employment counseling; good knowledge of interviewing techniques of employment counseling, good knowledge of the objectives of vocational/technical training programs; ability to prepare written material; ability to help students in developing an understanding of issues which will enhance their career planning and preparation; ability to apply counseling techniques and principles in specific case situations; ability to engage in public speaking engagements; ability to collect, organize, and interpret data and information relating to career awareness and planning issues; ability to establish and maintain effective working relationships with students and with representatives from other agencies; ability to understand oral and written directions; and sensitivity to issues of cultural diversity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a bachelor's degree; or
- (B) Four years of experience in a position involving performing human services or educational support activities for a client or student population; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

CAREER AWARENESS SPECIALIST

Page 3

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 04/09/97

Jurisdictional Class: Competitive

Public Hearing : N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 12/29/2022

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