

DESERT COMMUNITY COLLEGE DISTRICT

DSP&S CAREER DEVELOPMENT ASSISTANT

BASIC FUNCTION

Under the direction of the Director, Student Health and Disability Services, train students in the use of software applications and the internet for career development and job searches including resume writing, portfolio building; and professional networking; assist students in the use of computers and other equipment in the Disabled Student Programs and Services (DSPS) computer laboratory; maintain the computer lab to ensure an orderly, clean, and safe learning environment. Works closely with the WorkAbility III Employment Specialist, the Senior Office Assistant, the Instructional Computer Support Specialist, the Instructional Faculty Member/Coordinator of the High Technology Center and the ISAs in a coordinated team effort to provide the best assistive technology resources in support of the success of disabled students.

REPRESENTATIVE DUTIES

1. Train and assist students on the use of software applications and the internet for career development and job searches including resume writing, portfolio building; and professional networking. *E*
2. Maintain knowledge of current trends in electronic search engines for jobs, resume writing, portfolio building; employment-related internet sites, and professional networking. *E*
3. Assist students in the use and accessing of assistive technology and hardware or software applications to meet the individual requirements of students with disabilities. *E*
4. Assist with the daily operations of the computer lab; monitor the use of the computer lab according to established rules and procedures; prepare the lab for use by turning on equipment and checking to assure proper working condition of computers and other equipment. *E*
5. Maintain the computer lab in a clean, orderly, and safe learning environment; perform minor troubleshooting of equipment; refer technical hardware and software problems and malfunctions to appropriate support staff. *E*
6. Monitor lab usage and produce usage reports. *E*
7. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Current trends in electronic search engines for jobs, resume writing, portfolio building; employment-related internet sites, and professional networking; use of computers and software applications including word processing, spreadsheets, email, browsers, and calendar; correct usage of grammar, punctuation, and vocabulary; oral and written communication skills; interpersonal skills using tact, patience, and courtesy; file maintenance and record keeping techniques.

Ability to: Learn, understand, and explain District and department policies, rules, and regulations; learn the function, use, and accessing of assistive technology and hardware or software applications to meet the individual requirements of students with disabilities; provide instructional assistance and information to students on the use of assistive technology and hardware or software applications; maintain the computer lab and perform minor troubleshooting; determine appropriate action within clearly defined guidelines using diplomacy and good judgment; establish and maintain cooperative and effective working relationships with persons from diverse backgrounds; communicate effectively both orally and in writing in person and on the telephone; operate a computer and applicable software; ability to lift 25 pounds, reach overhead, above the shoulders and horizontally; bend at the waist; stand and sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by some college-level course work in computer information systems and one year related experience working with students and one year previous experience in employment development activities.

WORKING CONDITIONS

Environment: Laboratory environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

Range 8

Approved 1/11/11