

**Job Summary:**

The job of Recruitment Support Technician is done for the purpose/s of assisting the California Center on Teaching Careers Executive Director in performing the organizational tasks that maintain the program within the state guidelines. The person in this position greets clients to make them feel welcome while providing information and referring them to the proper source. He/she will input, update and retrieve data from systems and databases to gather and develop reports, and to preserve permanent files. Under the general supervision of the Executive Director and Program Coordinator, he/she will perform a variety of complex clerical tasks for both the statewide program. He/she will maintain the confidentiality of all records and documents pertaining to candidates and agencies.

**Essential Functions:**

- Greets/Interviews potential intern candidates or interns who call or come in to the office for the purpose of answering questions; distributing information to school districts, county offices of education, universities, and other education organizations.
- Composes letters, emails, reports, documents, surveys and charts for the purpose of providing information to staff, applicants, school districts and the general public in a timely manner.
- Assists in production program documents, flyers, and certificates for the purpose of disseminating program information.
- Inputs/Updates/Retrieves data from the database system for the purpose of maintaining information, records and reports.
- Maintains the confidentiality of all records and documents pertaining to candidates and agencies.
- Makes arrangements for workshops, meetings, webinars, and recruitment events/fairs for the purpose of assisting the Executive Director and Program Coordinator.
- Assists in gathering, organizing and processing data for the purpose of compiling reports and facilitating project growth.
- Assists with gathering data for the purpose of making sure the program is compliant with statutory and program guidelines.
- Communicates with the Executive Director and Program Coordinator, program staff, statewide partners, and project participants for the purpose of ensuring project objectives and requirements are met.
- Communicates with various program stakeholders and organizations for the purpose of maintaining clear communication and for keeping current on project changes and needs.
- Enters program data for the purpose of ensuring the completion of required forms and reports necessary for maintaining program quality and operation effectiveness.
- Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- Maintains schedules of project appointments, meetings, trainings and workshops for the purpose of keeping program and project participants informed and ensuring maximum usage of resources to programs.
- Performs other duties as assigned for the purpose of facilitating the needs of the job.
- Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- research education code;
- perform responsible clerical work requiring accuracy and speed;
- utilize a variety of software including software which enables one to create spreadsheets and reports;
- type at a net speed of 50 words per minute;
- use a variety of office equipment including a computer, calculator, copier, printer, and fax machine;
- set up a computer and LCD projector;
- perform secretarial skills with speed and accuracy;

**Knowledge of:**

- computers, mail systems, networks, modems, wireless computers;
- correct English usage, spelling, grammar and punctuation;
- California Center on Teaching Careers Program;
- business math;
- Tulare County Office of Education policies and procedures;

**Ability to:**

- learn new regulations and procedures;
- follow and give complex directions in order to have a task completed;
- work independently with little or no supervision;
- communicate well with program staff, public, and others, both verbally, and in writing;
- organize and process records;
- operate standard office equipment;
- assist in coordination of meeting and projects;
- pay attention to detail;

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Job-related experience with increasing levels of responsibility is required.

**Other Special Requirements:**

- Work flexible schedule including evenings and/or weekends if needed.
- Travel using either county vehicle, rental, or own vehicle if needed.

**Education Required:**

- High school diploma or the equivalent.
- AA/AS degree required.
- Math and/or Business related coursework or BA/BS degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding**

- Valid California driver's license and proof of automobile insurance.
- Valid typing certificate verifying 50 net words per minute.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** *Non-Exempt*

**January 2019**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.