

JOB DESCRIPTION

Job Title: Support Specialist, College & Career (9863)

Job Summary:

Under the supervision of the department administrator and/or designee, assist the College & Career Services Department with the organization and monitoring of daily tasks, ensuring specialized tasks and projects are completed. This position will also assist with organizing workshops and trainings, collecting and entering data, providing effective communication and collaboration with project participants and programs, and performing related clerical work.

Essential Duties:

- Assist and provide support to the College & Career Director with administrative duties including coordinating travel arrangements; creating various forms of correspondence, fielding phone calls; and scheduling appointments.
- Maintain the Tulare Kings College & Career Collaborative website by updating all event information, uploading flyers and photos, and posting links to helpful resources and data.
- Plan, coordinate, and assist with various professional learning events and meetings including: Professional Learning Series; C&C Expo; Counselor Conference; Amazing Shake Gauntlet; Make A Difference – Teach!; College Night Scholarship; and Steering Council.
- Assist the College & Career Director with obtaining or disseminating information to the appropriate party.
- Communicate with various district partners and organizations regarding project statuses, changes, and needs.
- Coordinate scheduling for meetings and make necessary arrangements to set up the meeting space appropriately.
- Maintain confidentiality regarding calls, correspondence, or sensitive information.
- Provide administrative support to ensure that specialized tasks and projects are completed in a timely manner.
- Answer phones and greet visitors, staff, outside agents, clients, and community members; refer to the appropriate party, as needed.
- Create and disseminate reports, brochures, certificates, fliers, and other materials for various projects and events.
- Gather and input data and information via the telephone, e-mail, and in person to compile reports required by projects.
- Maintain schedules of project appointments, meetings, trainings and workshops and ensure that the project participants are informed.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Travel to various locations within the region, as needed.
- Perform other related duties as assigned.

Responsibilities include working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Skills, Knowledge and/or Abilities:

Skills to:

- read notes, memos, and grant requirements of a moderately complex nature;
- effectively communicate and interact with students, staff, grant partners, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- review financial records and perform general financial recordkeeping duties;
- operate a variety of office equipment including a computer, applicable software programs, phone, and fax;
- research, compile, and input information in a variety of electronic sources;
- type at a net speed of 35 net words per minute.

Knowledge of:

- post-secondary admission requirements and career pathways;
- general administrative and clerical procedures and systems such as word processing, managing files and

records, designing forms, and other office procedures and grant terminology;

- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- appropriate records management procedures;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and carry out oral and written instructions;
- maintain confidentiality of all records;
- meet schedules and deadlines;
- read/interpret/apply rules, regulations, policies, and deliverables;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff and the public by telephone, email, and in-person;
- drive personal vehicle to various locations throughout the county, as needed.

Education Required:

- High school diploma or equivalent.

Experience Required:

- Two (2) years of experience working in an office setting.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 35 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

April 2026

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.