

**Los Angeles Mission, Inc.**  
**Job Description**

**Job Title:** Career Services Assistant  
**Department:** Career Development Department  
**Reports To:** Chaplain – Director of Career Services  
**FLSA Status:** Regular, Full-Time, Non-Exempt  
**Prepared By:** Human Resources Department  
**Prepared Date:** Revised August 2018

**Summary:**

Demonstrate Christ-like behavior and attitude in all job responsibilities and working relationships. Assist with the development, scheduling and presentation of UTI career preparation courses.

**Essential Duties and Responsibilities:**

Including but not limited to the following:

- Assist with the evaluation of students' employability, documentation and career interests.
- Interface as needed with Chaplains and work Supervisors regarding these matters.
- Assist students to attain proficiency and professionalism in job search strategies, interview techniques, personal presentation, and written materials including resumes, applications, and cover letters.
- Maintain current job lead postings on the career development opportunity board within the career development resource room.
- Maintain all students' files and related computerize reports pertaining to career development.
- Assist with the cultivation of businesses to generate employment opportunities for UTI students.
- Assist with the preparation of all materials needed for seminars, career fairs, and sessions related to career development.
- Attend staff meetings, staff devotions and periodic seminars.
- Oversee and maintain a professional atmosphere within the career services resource room.
- Special assignments as requested.

**Qualifications:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Associate's Degree (A.A.) or equivalent from two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.

**Technology Skills:**

Computer proficiency is required. Must be able to operate Microsoft Word, Microsoft Outlook, Microsoft Excel or other spreadsheets, and internet-based applications like Paychex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

**Language Skills:**

Ability to read and comprehend instructions, short correspondence and memos. Ability to write routine reports and correspondence. Ability to effectively present information regarding Career Development Department. Ability to handle difficult and unreasonable callers with tact and courtesy. Bilingual, English/Spanish preferred.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions, furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Los Angeles Mission Events:**

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls, talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry callers. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date