

# Springfield Public Schools

## Transition Assistant I: College & Career Specialist - Part Time (7.25 hpd) - Thurston High School (18-19 C1001)

### JOB POSTING

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#### Job Details

*Title* **Transition Assistant I: College & Career Specialist - Part Time (7.25 hpd) - Thurston High School**  
*Posting ID* **18-19 C1001**  
*Description* Springfield Public Schools seeks outstanding candidates for the position of part time **Transition Assistant: College and Career Specialist** at Thurston High School. This position is responsible for performing a variety of complex tasks requiring initiative and independent judgment to dispense college and career information to counselors, high school students, and parents. This position works seven-and-a-quarter (7.25) hours per day from 7:45 a.m. to 3:30 p.m. Monday through Friday when students are in school, including early release days.

Successful candidates will possess the following qualifications which support our District vision "*Every Student a Graduate Prepared for a Bright and Successful Future*":

- Ability to work with students, parents, teachers, volunteers, community partners, and District staff
- Experience supporting High School students
- Ability to understand and present instructions, policies and procedures
- Ability to communicate individually and in large groups--clearly and effectively, both orally and in writing--using tact, courtesy, and good judgment
- Ability to maintain strict confidentiality about student records
- Ability and commitment to practice cultural competency and demonstrate respect for diversity
- Strong verbal and written communication skills
- Extensive knowledge of college applications, Free Application for Federal Student Aid (FAFSA), scholarships, and internships preferred
- Ability to work independently and take initiative
- Exceptional and detailed clerical skills; attention to detail a must
- Previous education experience desired
- Previous experience with large and small-scale event coordination
- Ability to recruit & train volunteers
- Experience with presentation software and organization
- Ability to maintain scholarship data
- Experience maintaining website and social media account(s)
- Bilingual applicants desired

*Shift Type* **Part Time**  
*Salary Range* **\$16.69 - \$21.29 / Hourly**  
*Location* **THURSTON HIGH SCHOOL**

#### Applications Accepted

*Start Date* **05/16/2018**  
*End Date* **05/31/2018**