

JOB DESCRIPTION



Position Title: Department Assistant Student Support Services/TRiO and Adult Education

Department: Student Success

Employment Category: Classified Staff

Primary Location: District-wide
Based on Douglas Campus

FLSA Classification: Non-exempt

Parameters: Full-time; 12 months/year

Pay Grade: CS08

Position Summary: The Department Assistant Student Support Services/TRiO and Adult Education is responsible for monitoring and assisting in the everyday operation of two programs within TRiO/Student Success and for supporting the program objectives for the Adult Education department, including preparing, monitoring and submitting department budgets and reports as required by the college and the Arizona Department of Education (ADE).

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Assists with program recruitment and intake procedures; assists with website updates and development of program flyers; maintains updated records and files of students receiving services; collaborates with program staff, faculty and advisors to help meet the academic needs of students

Contributes to the planning and facilitation of program events, including marketing and data entry as well as answering preliminary questions by phone, email, or in person about the department programs

Assists with travel documentation and reimbursements for department staff, prepares quarterly supplemental fees report for the Arizona Department of Education (ADE); attends and prepares minutes of department meetings

Assists in the development of annual grant budgets and budget narratives through ADE Grants Management System in compliance with ADE budget guidelines; develops and submits budgets and amendments to college accounting department; monitors budget needs and expenditures throughout the year and submits budget amendments as needed with ADE

Maintains department supply inventory, including acquisition based on college guidelines, ensuring purchases are received and invoiced prior to the end of the grant year, selecting vendors based on price, quality, availability, and reliability, and reconciling purchase card statements as required

Performs other related duties as assigned.

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree from a regionally accredited institution of higher learning recognized but the U.S. Department of Education

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Two years' related experience

Preference may be given to individuals with experience working within Adult Education, TRiO or other at-risk populations

Preference may be given to individuals bilingual in English and Spanish

An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Ellucian Banner

Knowledge of grant management, grant funding and general accounting principles

Skill in the operation of personal computers and standard office equipment

Ability to research and analyze information and review, prepare and present information and reports

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with and attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Ability to work accurately, efficiently, and effectively with all types of data and maintain accurate office procedures

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of Student Support Services/TRiO

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.