

JOB TITLE: Assistant, Early College Programs

DEPARTMENT: Student Development

LOCATION: Union Campus

REPORTS TO: Director, Early College Programs

FLSA: Non-Exempt

LEVEL: 103

DATE: 11/4/19; 9/18/18, 07/01/11

POSITION SUMMARY: Perform a variety of secretarial duties to assist with the responsibilities of the Student Development Department, specifically Early College Programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* A High School Diploma or GED and one year secretarial experience.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Answer the telephone, provide information, take messages, and/or direct calls to appropriate personnel; greet, respond to inquiries regarding departmental matters, providing specialized information regarding policies, procedures, rules and regulations.
- Prepare outgoing mail; pick-up and distribute incoming mail to appropriate personnel.
- Maintain schedules of appointments and make arrangements for conferences and travel.
- Maintain filing systems.
- Prepare work orders, purchase orders and supply requisitions; process invoices; order office supplies as requested.
- Assist with setting up training sessions, meetings and conferences by ordering food, arranging for facilities, making copies, preparing invitations, etc.
- Prepare agendas, attend meetings and take minutes.
- Perform secretarial duties to include scanning and linking, data entry, word processing, composing letters, reports, memoranda, and proofreading all work to ensure accuracy.
- Assist with campus events (ie, Orientations; Parent Info Nights, enrollment sessions at area high schools) and other special projects, as requested.
- Process enrollment applications and troubleshoot any issues as they arise.
- Communicate steps to students who need placement testing and/or retakes.
- Respond to prospective and current early college students, families, faculty/staff in a timely manner.
- Maintain Sharepoint files containing employment related paperwork for early college instructors, including credentials, transcripts, and/or certifications.
- Assist with approval process for new courses and new faculty.
- Work with high school office staff to obtain rosters prior to enrollment sessions to determine number of sections for courses, obtain ACT test scores, and solicit signatures, as needed.
- Collaborate with Academic Services Coordinator and Registrar to enter early college courses into Colleague prior to enrollment sessions.
- Assist with development and distribution of quarterly departmental newsletter.
- Send out, collect, and archive partnership agreements.
- Collect and organize documentation for National Alliance of Concurrent Enrollment Programs (NACEP) accreditation.
- Work with Director to keep Yearly Calendar up to date with regard to tasks and goals.
- Assist with the development of marketing materials - hard copy and digital related to program.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of general office procedures and office filing systems. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Effective telephone communication skills. Ability to establish and maintain positive working relationships with other employees. Ability to handle confidential material judiciously. Ability to organize and coordinate functions and tasks, with frequent interruptions. Ability to communicate effectively with a variety of people, including students, employees, faculty, and the general public.

LEADERSHIP and COMMUNICATION SKILLS: Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS: Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; ability to use independent judgment and discretion; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; use of technical computer applications, e.g. FAFSA; use office machines such as telephones, fax machines, copiers; effective keyboarding skills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURE: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*