

**JOB TITLE:** Program Assistant, Career & Technical Education

**DEPARTMENT:** Academic Affairs

**LOCATION:** Union Campus

**REPORTS TO:** Dean, Career & Technical Education

**FLSA:** Non-Exempt

**LEVEL:** 105

**DATE:** 12/17/18; 2/26/18, 7/1/14

**POSITION SUMMARY:** Perform a variety of advanced program support and administrative assistance to the Dean, Coordinators, faculty and adjuncts within the division.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associates degree; three years related experience

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

- Evaluate and respond to incoming correspondence, gathering appropriate background material, routing mail, and determining which matters require the attention of the Dean, Coordinators, faculty or adjuncts.
- Receive, interpret, and communicate information pertinent to the assigned unit's operation from and to various departments, agencies, and constituencies as necessary.
- Maintain HIM documents to include PPE process.
- Maintain application process for applicable division.
- Report and maintain textbook adoption information on the bookstore online system.
- Assist with adjunct textbook orders.
- Maintain all processes and procedures for department reports/plans, including electronic posting and storing of such reports.
- Support functions related to the class schedule and adjunct faculty.
- Respond to inquiries from students, staff and the public, screening and directing individuals as appropriate.
- Process program finances and maintain program finance records.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Establish and maintain cooperative working relationship with all employees in the division and on campus.
- Compose written correspondence and materials; create and update all departmental forms and prepare for web; prepare minutes, reports, statistical data, and other materials pertaining to the division.
- Prepare minutes, reports, and other appropriate documents for meetings of internal and external groups and organizations, distributing materials, and representing the chairperson when requested.
- Schedule appointments and meetings, reserve meeting rooms, organize materials, send out meeting notices, arrange for catering services, make travel arrangements, and update the Dean's calendar and division calendar of events when necessary.
- Maintain telephone and mailing lists, office files, and other appropriate records which may include evaluation and pay records, board materials, room assignments, and special organization materials.
- Maintain inventory of office supplies, ordering as needed within available budget.
- Provide assistance with registration and advisement processes.
- Assist in division and programmatic promotional events.
- Collect and catalogue electronically programmer data as it relates to TSA Evaluation.
- Assist in material/document gathering to develop program review binder.
- Assist in compiling/processing information necessary for all departments for state/national accreditations
- Assist and train faculty on Ellucian, budget; proctor tests.
- Assist with schedule edits for division through the use of Colleague.
- Assist in processes of degree changes and responsible for completing all documentation for Curriculum Council or Academic Council.
- Maintain Division webpage.
- 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, 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; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling; ability to devise or modify methods or processes to solve specific problems; knowledge of general accounting procedures; ability to manage multiple projects and work under time pressures to meet established deadlines; thorough knowledge of general office procedures and office filing systems; ability to handle confidential material judiciously; ability to work effectively in a busy office with frequent interruptions; some knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.

**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 and department 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:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends;

**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 occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *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 above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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