



Position Title: Staff Associate Senior, Adult Education Specialist
Reports To: Director, Adult Education
Department: Continuing Education/Professional Development **Job Code:** 3602
Prepared By/Date: Donna French/08-03-2011 **Job Group:** PENC
Approved By/Date: Geoffrey Gathercole/08-03-2011 **Salary Grade:** 13
Revised: **FLSA Status:** Exempt

Summary:

Assists the College-wide Director of Adult Education in a range of complex reporting, monitoring and paperwork processes within the adult education program. Generates information needed to ensure that programs at six (6) campuses are in compliance with State guidelines, Federal grant requirements, and College Policies and Procedures.

Essential Duties and Responsibilities:

- Tracks LCP data for ESOL, ABE, GED, Citizenship, Workplace Readiness, and Family Literacy programs at all the college's campuses
- Reconciles local and Odyssey data independently to find areas of potential concern
- Monitors compliance with documentation requirements for College and State audits
- Monitors student and administrative files
- Reconciles budget reports related to the adult education grant
- Tracks property purchased under the adult education grant
- Prepares reports and conducts training of staff and administrators which includes assisting in providing training and support on use of Odyssey's Student System and other Adult Ed reporting systems, curriculum materials, and software licenses as needed
- Schedules workshops, training sessions, and teleconferences as needed to accomplish goals
- Applies a high level of intelligence to gather relevant facts in effectively solving problem areas
- Synthesizes and reports on solutions to problems
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Skill in the use of Microsoft Office applications, specifically in Excel spreadsheet reporting, and mainframe databases
- Knowledge and understanding of college organization, goals, and objectives, policies and procedures
- Ability to become knowledgeable of the College adult education tracking system, documentation, and reporting procedures
- Knowledge of the principles of office management and practices
- Excellent organizational and communication skills (both oral and written)
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, the general public, and Adult Education Staff
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 noise level in the work environment is usually quiet.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field from an accredited institution and four (4) years of related experience; or Master’s degree in an appropriate field

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name