



Position Title:	Office Specialist, PETE Grant		
Reports To:	School Director, Justice		
Department:	School of Justice	Job Code:	4181
Prepared By/Date:	Michael Kean/6-15-2010	Job Group:	SNE
Approved By/Date:	Hector Garcia/6-15-2010	Salary Grade:	12
Revised:	Jennifer C. Brito/7-1-2010	FLSA Status:	Non-exempt

Summary:

The Office Specialist provides administrative support for the Community College Preparedness Program and coordination of related activities.

Essential Duties and Responsibilities:

- Prepares and distributes materials and documents, drafts program brochures and handbooks for student recruitment and advisement, and provides program information to students.
- Maintains and updates the Community College Preparedness Program rules, regulations, and policies that ensure compliance.
- Organizes and schedules support activities for the Community College Preparedness Program and kickoff events for press, partner businesses and agencies
- Acts as liaison with governmental and community agencies, Hub colleges, local employers
- Provides staff support by executing administrative duties.
- Assists the Director with scheduling full and part-time staff for the Community College Preparedness Program
- Assists the Director with preparing and maintaining materials and documents, including related contracts and budgets.
- Maintains expenses and reconciles financial statements, and drafts reports for response to local, state, and federal requirements.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and experience in emergency management procedures and principles.
- Skill and proficiency in Microsoft Word, Excel, Outlook, PowerPoint and other related computer programs
- Possess excellent interpersonal and communication skills (oral and written), including a mastery in business English, spelling, punctuation, and arithmetic.
- Ability to work collaboratively and effectively with constituents, departments, community based organizations and other service partners.
- Ability to work in a multi-ethnic and multicultural 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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Associate's degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, or any combination of education and experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name