



Position Title:	Production Assistant	Job Code:	4181
Reports To:	Manager	Job Group:	SNE
Department:	Marketing & Advertising	Salary Grade:	12
Prepared By/Date:	Carol Flynn/01-30-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Juan Mendieta/01-30-2006		
Revised:	Jennifer C. Brito/05-07-2009		

Summary:

The Production Assistant provides administration support for Marketing and assists with vendor relations for the Division of College communications.

Essential Duties and Responsibilities:

- Provides administrative, purchasing, and clerical support for all marketing programs.
- Performs vendor relations activities; secures quotes from vendors.
- Processes invoices and prepares activity reports.
- Prepares agreements for services.
- Prepares budget reports and activity reports for communications department management.
- Helps college staff and clientele with marketing and advertising activities.
- Assists Marketing and Advertising Manager with various projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and objectives, and policies and procedures.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to display initiative and to work creatively with minimal supervision.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to speak effectively before groups of customers or employees or organization.
- 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 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 of Arts degree in related field 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