



<b>Position Title:</b>	Student Assistant II, Adult Education	
<b>Reports To:</b>	Program Manager	
<b>Department:</b>	Adult Education Programs	<b>Job Code:</b> 4602
<b>Prepared By/Date:</b>	Jennifer C. Brito/9-28-2009	<b>Job Group:</b> SNE
<b>Approved By/Date:</b>	Sherry Joseph/11-22-2011	<b>Salary Grade:</b> 10
<b>Revised:</b>	Donna French/11-22-2011	<b>FLSA Status:</b> Non-Exempt

**Summary:**

This position assists with tasks associated with the delivery of services to students enrolled in Adult Education Programs.

**Essential Duties and Responsibilities:**

- Advises students in the admissions and registration process
- Solves students' problems
- Follows-up with students
- Advises GED students who are seeking financial aid
- Contacts students regarding their employment and placement status
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of College organization: admission, registration, academic regulations, programs of study and departmental regulations
- Knowledge of College activities and special programs, college regulations, testing, counseling and advisement services
- Knowledge of College policy, procedure, state rules, and statutes
- Excellent communication and customer service skills
- Excellent computer keyboarding skills
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to maintain effective interpersonal relations with students, faculty and administration
- Ability to follow oral and written instructions
- Ability to work effectively 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 moderate.

**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 and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- A minimum of four (4) years experience performing advanced clerical work or a related area, or two (2) years of college and two (2) years of related experience; or any equivalent combination of education and experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name