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|--------------------------|------------------------------|----------------------|------------|
| <b>Position Title:</b>   | Student Service Assistant II | <b>Job Code:</b>     | 4602       |
| <b>Reports To:</b>       | Program Director             | <b>Job Group:</b>    | SNE        |
| <b>Department:</b>       | Community Education          | <b>Salary Grade:</b> | 10         |
| <b>Prepared By/Date:</b> | Jennifer C. Brito/9-6-2007   | <b>FLSA Status:</b>  | Non-Exempt |
| <b>Approved By/Date:</b> | Laurie Shapero/12-7-2009     |                      |            |
| <b>Revised:</b>          | Laurie Shapero/12-11-2009    |                      |            |

### **Summary:**

The Student Service Assistant II reports to the Program Director of the Child Care Training Department. The Student Service Assistant is primarily responsible for the general handling of the Child Care Training Department's office, including the monthly reconciliation of state payment reports.

### **Essential Duties and Responsibilities:**

- Prepare budget transfers, cash disbursements, orders, time and attendance, reconcile accounts.
- Resolve financial problems for students, order materials and maintain child care training system.
- Responsible for preparing and following up with purchase orders for materials for our trainers throughout the district.
- Responsible for reconciling the bank statements with the state payment report on a monthly basis.
- Responsible for assisting the director keeping the public aware of any updates in child care laws and courses.
- Responsible for organizing conferences, "Train the Trainer" sessions, update trainings, workshops
- Perform other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Excellent organizational and communications skills (both oral and written).
- Knowledge of PC applications, especially Excel and solid computational skills along with basic finance and accounting knowledge.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work with user communities of diverse backgrounds and skill levels.
- 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’s degree (AA or AS) from an accredited college/university in a related field of study such as Early Childhood experience and four (4) years of clerical and/or early childhood experience or equivalent combination of experience and education

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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