



Position Title: Part-Time Administrative Assistant II

Job Code: 8104

Reports To: Director, EOP/ADA Coordinator

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Administrative Assistant will assist with the overall operation and implementation of the College's civil rights compliance responsibilities and diversity initiatives primarily, the Minority and Small Business Enterprise (MSBE) program.

Duties & Responsibilities:

- Manages cases related to employee, student and guests of College's concerns and grievances related to Title VI and Title VII of the Civil Rights Act as Amended and requests for information, which include: initial receipt and recording of issues, documentation of case files, collection of pertinent documentation and other evidence and assist the EOP/ADA officer through successive levels of internal and external grievance resolution and administrative hearing processes.
- Conducts simple research on relevant laws and changes in federal and state rules related to EOP/ADA and MSBE matters
- Conducts internet reviews/surveys of MSBE supplier diversity initiatives
- Compiles data and assists with the preparation of reports for response to local, state, and federal requirements such as the Florida Department of Education - Florida Educational Equity Act Annual Update, and the Report of Actual Services and Expenditures for Students With Disabilities, Florida Department of Education/U.S. Department of Education Office For Civil Rights (OCR) Partnership and MSBE updates
- Assists with analyzing and computing statistics for routine and special College work projects
- Responds to inquiries both internally and externally regarding College policies, procedures and services related to Equal Opportunity/ADA programs and MSBE events and projects
- Prepares correspondence and press releases
- Updates the content of the EOP/ADA and MSBE web page
- Maintains MSBE vendor lists
- Performs general clerical support duties, as necessary
- Redirect issues to Employee Relations, as appropriate
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelors degree with three (3) years of experience in educational research, statistics, human resources, social science or related field
- Knowledge of employment law and equal opportunity affirmative action guidelines,
- Knowledge of Microsoft Word, Excel and PowerPoint.
- Knowledge of Microsoft Access and other software programs
- Proven excellent verbal and written communication skills

- Excellent organizational, interpersonal and customer service skills
- Orientation toward detail
- Ability to work in a multi-ethnic/multi-cultural environment.
- Available for evening and weekend work, when necessary

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name