



Position Title: Part-Time Professional/Non-Instructional

Job Code: 8112

Reports To: Director or Manager

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Professional/Non-Instructional will develop and implement tasks and activities related to the proper functioning of a department or program.

Duties & Responsibilities:

- Collects and assist with data analysis for a department or program.
- Develops and implements activities or events for a department or program for students, faculty, staff or the community
- Trains staff, faculty, students or the community on specialized activities or services of a program/department
- Monitors processes that serve the students, faculty, staff or the community
- Assist department or program management in establishing and implementing strategies that serve staff, students, faculty, or the community.
- Operates and maintains the program or departmental database on services that serve students, staff, faculty or the community
- Supports management in reporting data to other entities
- Provides general information and responds to telephone inquires from students, staff, faculty, or the community.
- May perform specialized tasks that provide services to students, staff, or faculty.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from an accredited institution and two (2) years of related experience
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name