



Position Title: Part-Time Career Support Assistant

Job Code: 8300

Reports To: Grant Program Coordinator

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Career Support Assistant assists the PAVE Project department in supporting eligible students seeking career development and success in a post-secondary environment

Duties & Responsibilities:

- Coordinates daily the organization of special grant services and project logistics as assigned
- Assists project participants with intakes and career assessments
- Assists with the development and preparation of educational and informational materials needed for the department
- Provides direct assistance to students, screens and assesses student requests, and provides appropriate referrals
- Monitors, tracks, and documents the progress of project participants
- Creates letters of referral and documents related to participant involvement
- Prepares and processes required reports, documents, and forms on a consistent and as needed basis
- Receives, screens, and directs phone calls from the general public
- Provides support to the grant program coordinator in a number of clerical and administrative related functions
- Performs general office duties: filing, faxing, reproduction, mail processing, printer and copier operations. Maintains filing systems and monitors office procedures
- Orders and maintains materials and supplies for the department
- Works with Microsoft Office computer software and Odyssey College system to assist with student activities as required
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of college with two (2) years related experience, including customer service
- Must possess organizational, office management and computer skills to effectively accomplish the objectives of the department
- Must possess excellent verbal and written communication skills
- Must have knowledge in computer applications and the ability to enter data accurately
- Must possess strong interpersonal and problem solving skills
- Must have ability to function in a fast paced environment with courtesy, efficiency, and accuracy
- Must have ability to work independently and in a team setting
- Must be able to work flexible hours and provide some evening and weekend coverage
- Works 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