



Position Title: Part-Time Information & Services Associate

Job Code: 8300

Reports To: Title Project V Coordinator

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Information & Services Associate is responsible for a broad range of duties associated with supporting the Project ACE staff with preparation and development of the office's daily routine and special activities of Project ACE.

Duties & Responsibilities:

- Provides general and specific information to students either on telephone, on web, or in person.
- Prepares and customizes materials (application packets, faculty development materials) for Project ACE staff.
- Prepares correspondence and reports for the Project ACE.
- Maintains student records at Project ACE office and helps with registration process.
- Refers students to supervisors, departments, and programs as needed.
- Prepares and processes all necessary forms, including Request for Personnel Action, disbursement requisitions, and mileage reimbursements.
- Participates in various departmental, campus, and college initiatives related to the successful implementation of the project.
- Assists with coordination of special events.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High school/GED and three (3) years of experience in responsible clerical work preferably in a large office environment, or equivalent combination of education and experience.
- Knowledge of College organization: admission, registration, academic regulations, programs of study and departmental regulations.
- Knowledge and skill in Microsoft office applications.
- Excellent communication, organizational, interpersonal and customer service skills.
- Ability to read and interpret documents and instructions.
- Ability to follow oral and written instructions.
- Ability to work in a multi-ethnic and multicultural environment with faculty, staff and students.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name