



Position Title: Part-Time Community Education Program Assistant I
Job Code: 8300
Reports To: Program Manager

Grade: C1
FLSA: Non-Exempt

Job Description:

The Part-Time Program Assistant I performs clerical and administrative support duties for the Community Education Department.

Duties & Responsibilities:

- Receives, screens, and directs phone calls from the general public
- Provides support to the program coordinators and part-time instructors in a number of clerical and administrative functions
- Creates letters of completion and attendance
- Assists instructors with drops and adds
- Prepares packages, for pre and post-testing, as needed
- Monitors student attendance
- Provides class rolls and grade rolls to instructors and alerting them to problems
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or GED and eighteen (18) months customer service or administrative work experience
- Thorough knowledge of Community Education departments, policies, and class offerings
- Familiarity with College organization and policies
- Excellent telephone and customer service skills
- Ability to follow instructions and work with minimal supervision
- Excellent interpersonal and communication skills
- Knowledge of class schedules, pre and co-requisites, course sequencing, special requirements for admission to certain courses, basic information on class content and paperwork processing specific to the department

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name