



**Position Title:** Part-Time Project ACE Assistant

**Job Code:** 8300

**Reports To:** Title Project V Coordinator

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Project ACE Assistant provides support to the Project ACE students and is responsible for the preparation and development of the daily activities of Project ACE.

**Duties & Responsibilities:**

- Serves as a role model, motivates students to achieve, and assists with their academic needs.
- 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 students, faculty, and 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:**

- Associate's degree from an regionally accredited institution.
- 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name