



Position Title: Part-time Small Business Education (SBE) Grant Clerk
Reports To: Department Chairperson of the Business Department and Program Consultant
Department: School of Business
Job Code: 8300
Prepared By/Date: Jennifer Brito/08-16-2009
Job Group: Class-R
Approved By/Date: Thania Rios/08-12-2011
Salary Grade: C1
Revised: Donna French/07-18-2011
FLSA Status: Non-exempt

Summary:

This position performs basic clerical and administrative support duties.

Essential Duties and Responsibilities:

- Files, answers phones, sorts incoming mail and delivers outgoing mail
- Prepares and processes all necessary forms, including equipment requisitions
- Maintains files and supports the individual requisition
- Assists with coordination of seminars and special events
- Preparing any other types of internal reports and submitting them on timely basis
- Performing other duties as assigned

Knowledge, Skills and Abilities:

- Good customer service skills
- Proficient in Microsoft Office applications
- Superior ability to learn program details
- Excellent interpersonal and communication skills
- Ability to follow oral and written instructions
- Ability to project a positive image of the College and its programs
- Bilingual English/Spanish
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or GED and experience in clerical work

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name