



Position Title: Part-Time Office Automation/Technical Assistant
Reports To: Director
Department: School of Education
Prepared By/Date: Donna French/06-16-2011
Approved By/Date: Ludy Quiles Acevedo/06-17-2011
Revised:

Job Code: 8308-00E
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

This position is responsible for ensuring that technical and administrative functions related to the School of Education Programs are operationally sound and managed effectively by developing and implementing work flow and productivity measures. Ensures compliance with program guidelines and prepares statistical reports and presentations to be used for internal, external accountability and for marketing purposes.

Essential Duties and Responsibilities:

- Manages and monitors logistical and technical aspects of fingerprinting, field placement, advisement, and other services as needed to include the flow of student through the process
Advises manager of critical issues related to department services
- Develops, maintains and coordinates automated processes, including background clearance cards for students
- Creates and/or implements computer generated messages to students in relation to fingerprinting status, field placement requests/inquiries, advisement, marketing, or any other as required
- Researches, develops and recommends ways to incorporate and enhance the use of technology and internal systems into the daily departmental operations
- Tracks students' progress and compliance with state approved program requirements through their field experiences
- Develops and produces computer generated reports and graphics for departmental use and student distribution
- Consolidates all departmental data as needed
- Develops and produces computer-generated documents for administrative staff for marketing purposes, instructional staff for teaching purposes, and for Advisors for presentations
- Develops procedures manuals
- Responds to electronic, telephone and in person inquiries; provide general and specific information to students, faculty, and staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to Utilize technical skills and software (ex: Excel, Access, PowerPoint, Publisher Basics, Odyssey, LiveText, Adobe Photo Shop) and other applications to meet emerging needs for database management
- A willingness to learn new software as needed
- Ability to manage multiple tasks, set priorities, establish and meet deadlines, and work under pressure
- Possess strong organizational skills and communication skills (verbal and written)
- Ability to communicate with professional demeanor and maintain a positive attitude while utilizing effective interpersonal relations with students, faculty and administration
- Ability to work independently with limited supervision, and demonstrate initiative to provide recommendations on new/improved procedures for all departments to be served

- Ability to work a flexible schedule that may include evening and weekend assignments
- 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:

Essential

Minimum Requirements:

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

- Associates Degree and two (2) years of technical/computer experience. Educational background must include technical courses in computers, operations management, or related field

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name