



Position Title: Part-Time Database Assistant

Job Code: 8308

Reports To: Working Solutions Program Manager

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Database Assistant is responsible for providing support and record keeping functions related to the operations of the Displaced Homemaker Program with principal emphasis on a wide variety of tasks that include handling of on-line data input and the operation of the AWI's One Stop Management Information System (OSMIS) database and the Employ Florida Marketplace (EFM) database as well as the College's Odyssey system.

Duties & Responsibilities:

- Collects and inputs data and prepares reports (such as electronic/hard-copy monthly reports for AWI, and annual reports) relevant to the Displaced Homemaker Program.
- Develops, prepares and reviews reports and work orders as requested that are related to the Displaced Homemaker Program
- Maintains contact with clients and conducts eligibility screenings with prospective clients
- Communicates with community social service agencies interested in referring end-users
- Acts as Office Manager when Program Manager is off-site.
- Oversees, supervises, assigns, and reviews data collection and data entry of other Part-time staff.
- Trains and communicates with staff about correct documentation required by the State of Florida and shares reporting revision changes
- Maintains the computer database of program memos and letters
- Provides a high level of customer service by assisting clients in self-paced computer instruction
- Collects student course information from Odyssey and inputs information into state database for reporting purposes.
- Determines and obtains supplies, materials, and equipment for the Displaced Homemaker Program.
- Ensures and maintains the integrity of hard copy Displaced Homemaker Program client files
- Prepare invoices to AWI in a timely manner
- Attends AWI database update training
- Acts as Time & Attendance preparer for department.
- Oversees the programs filing system
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One year (30 credits) of college coursework from a regionally accredited institution
- Two (2) years of customer interfacing experience
- Knowledge of Employ Florida Marketplace (EFM) database
- Knowledge and proficiency in Microsoft applications with advanced skills in MS Excel

and MS Access

- Possess excellent communication skills (verbal and written)
- Possess good interpersonal skills
- Possess excellent organizational, analytical, problem-solving and decision-making skills
- Ability to multi-task, prioritize and be detail-oriented
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name