



**Position Title:** Part-Time Community Education Program Assistant II

**Job Code:** 8308

**Grade:** CT

**Reports To:** Program Manager

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Community Education Program Assistant II provides administrative support to the Program Coordinators and Managers.

**Duties & Responsibilities:**

- Assists students on class choices
- Orders books and supplies and verifies information with Purchasing
- Conducts data entry in Community Education proprietary database systems and Odyssey
- Creates and maintains part-time instructor and staff files
- Files payroll for part-time personnel, and maintains check distribution list
- Distributes paychecks including mailing out checks
- Trains and supervises student assistants
- Creates and maintains budget files for the department
- Assists new instructors with paperwork and Human Resources requirements
- Communicates schedule changes to front end staff, instructors, and students
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Thirty (30) college credits and two (2) years of related experience or High School/GED and four (4) years of related experience
- Thorough knowledge of College operation in general and Community Education in particular
- Understanding of interrelationship between Community Education and other departments in the College
- Computer literacy and ability to navigate Odyssey applications
- Sufficient knowledge of Community Education curriculum to advise students on class choice
- Ability to project a positive image of the College and its programs
- Excellent interpersonal and communication skills
- Ability to follow through to bring a task to completion and attention to detail

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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