



**Position Title:** Part-Time Program Assistant II, Continuing Education  
**Reports To:** Program Manager  
**Department:** Continuing Education and Professional Dev. **Job Code:** 8308  
**Prepared By/Date:** Jennifer Brito/05-28-2010 **Job Group:** Class-R  
**Approved By/Date:** Geoffrey Gathercole/01-17-2012 **Salary Grade:** CT  
**Revised:** Donna French/01-05-2012 **FLSA Status:** Non-Exempt

**Summary:**

This position provides administrative support to the Program Coordinators and Managers in the Continuing Education and Professional Development department.

**Essential Duties and Responsibilities:**

- Assists students on class choices
- Orders books and supplies and verifies information with Purchasing
- Conducts data entry in Continuing 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

**Knowledge, Skills and Abilities:**

- Thorough knowledge of College operation in general and Continuing Education in particular
- Knowledge and understanding of interrelationship between Continuing Education and other departments in the College
- Possess computer literacy in Microsoft Office software and ability to navigate Odyssey applications
- Working knowledge of Continuing Education curriculum to advise students on class choice
- Ability to project a positive image of the College and its programs
- Possess excellent interpersonal and communication skills
- Ability to follow through to bring a task to completion and attention to detail
- Ability to work effectively in a multi-ethnic and multi-cultural environment with staff, faculty, and students

**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.

- Thirty (30) college credits from a regionally accredited institution and two (2) years of related experience; or High School Diploma or GED equivalent from a regionally accredited institution and four (4) years of related experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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