



Position Title: Part-Time Information Specialist - Business

Job Code: 8347

Reports To: Department Chair

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Information Specialist acts as a faculty resource person in the Business Department.

Duties & Responsibilities:

- Assists the Chairperson with specific administrative
- Works with class master schedule and reviews flyers of class schedules
- Assists in the process of advising students in the vocational programs
- Organizes and prepares Student Feedback packages to be distributed to the different classes
- Prepares office schedules of part-time employees and student assistants
- Supervises Lab/Lectures reconciliations
- Supervises the student assistants and part-time personnel assigned to the front desk
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or GED and six (6) months prior customer service experience required
- Good customer service skills
- Bilingual English/Spanish preferred
- Knowledge of class offerings and all departments
- Superior ability to learn program details
- Basic knowledge of College organization
- Excellent interpersonal and communications skills
- Ability to follow oral and written instructions
- Ability to project a positive image of the College and its programs

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name