



Position Title: Part-Time Administrative Coordinator
Reports To: Director of HEP Grant
Department: HEP Grant
Prepared By/Date: Susana Vela/03-03-2011
Approved By/Date: Susana Vela/04-12-2011
Revised: Elaine Spence/04-01-2011

Job Code: 8349
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

Performs advanced administrative secretarial duties. This person provides primary support to the Director of the HEP Grant (High School Equivalency Program) on the Homestead Campus.

Essential Duties and Responsibilities:

- Creates and processes Department Requisitions and Disbursement Requests
- Assists in maintaining budgets and tracks grant expenditures
- Coordinates travel arrangements for Grant Director
- Creates and maintains databases as needed
- Prepares statistical reports
- Visits local migrant labor camps to collect student data
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational skills
- Proficiency in Microsoft Office applications
- Ability to maintain complex records, meet deadlines, assemble and organize data
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, multi-cultural environment
- Must be able to work flexible schedule
- Ability to interact with the public and employees with excellence in tact, poise and courtesy

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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.

- Associate's degree from an accredited institution and two (2) years of related work experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name