



**Position Title:** Part-Time Office Assistant

**Job Code:** 8349

**Reports To:** TSIC Director

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Office Assistant provides a broad range of duties associated with the proper operation and smooth function of the Program and assists the Program Director in ensuring proper delivery of service and performance of program goals, objectives and outcomes.

**Duties & Responsibilities:**

- Takes minutes of staff and leadership council meetings
- Prepares and submits college work orders
- Reviews and submits Board items
- Maintains the Program Director's calendar with all relevant campus and college appointments and deadlines
- Functions as initial contact person and provides customer service to all constituents (sponsors, students, mentors, and staff)
- Represents the Program Director at meetings and teleconferences when needed
- Maintains accurate files and records of Program activities and events
- Prepares and compiles a variety of complex and confidential correspondence and assists in compiling of reports for internal and external distribution
- Works with program staff to coordinate schedules, events, and activities
- Assists with monitoring and compliance of grant requirements
- Answers telephone, screens callers, relays messages and greets visitors
- Monitors and audits data collection and entry
- Monitors Student Selection process
- Monitors distribution and collection of Student and Mentor surveys
- Assists with mentor recruitment activities
- Supervises student assistants and clerical staff
- Performs duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate degree or business school certificate and two (2) years of progressive office experience as a secretary
- Working knowledge of Microsoft Office including Access
- Excellent writing communication skills
- Excellent organizational skills
- MDC Clerical Skills Assessment is required with minimum typing 40 WPM
- Ability to reason and make sound judgments to decide how duties are to be completed in compliance with college standards and guidelines
- Ability to work in a multi ethnic and multi-cultural environment

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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