



Position Title: Part-Time Instructional Assistant II, College Prep
Reports To: Department Chair
Department: College-wide
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/10-04-2011
Job Code: 8379
Job Group: Class-R
Salary Grade: W6
FLSA Status: Non-Exempt

Summary:

This position is responsible for assisting in the day-to-day delivery of services to students in the College Preparatory Lab. Monitors budget and performs record keeping, office management and a variety of administrative duties.

Essential Duties and Responsibilities:

- Assists in the analysis of financial need
- Assists in the advisement process by helping students to become familiar with course and academic program requirements
- Completes proposed schedules of courses for an academic term
- Answers routing questions and refers students to the appropriate professional service
- Assists in the development of workbooks, study guides and other educational media materials
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent communication skills (Written and Verbal)
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Possess computer skills with proficiency in Microsoft Office Suite programs
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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.

- Two years of college (60 credits) from a regionally accredited institution and two (2) years of work related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name