STUDENT PERSONNEL ASSISTANT
Educational Center

DEFINITION

Under general supervision of assigned manager/supervisor, serves as a staff assistant in providing student personnel services and information on college programs to members of the community.

TYPICAL DUTIES

Serves as a resource person to staff, students and the community; provides information about college programs over the telephone and in person; assists in planning events to be held in the Center and the community; performs general office duties such as filing, typing, and maintaining records; assists with the development of flyers, promotional materials and workshop information; assists with the development of college activities designed to promote recruitment efforts; recruits, trains and directs student ambassadors; assists with orientation sessions; assembles data and prepares reports; assists with follow-up studies and activities relating to the evaluation of services provided by the Center; performs related duties as required.

QUALIFICATIONS

EXPERIENCE
Two years of experience in a LRCCD student support services position or similar position with related duties. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION
Completion of an Associate’s Degree or 60 semester units (90 quarter units). NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF
The area served by the Educational Center; college programs and student services; recordkeeping and report writing procedures. Knowledge of interpersonal skills using tact, patience, and courtesy; computers, including graphics packages, word processing, Internet usage, database management and spreadsheets.

SKILL IN
Skill in communicating effectively with others orally and in writing as indicated by the need of the audience; working with new material or information to grasp its implications; leading the work of student and temporary employees.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines; develop and implement innovative programs within assigned guidelines; maintain confidentiality of information and sensitive materials; compile data and prepare reports; and maintain accurate and complete records. The ability to understand and carry out oral and written directions or ideas; speak to large groups; explain and interpret the functions of the Educational Center; and accept assigned procedures toward completion of tasks. The
ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Computer, typewriter, fax, copier, printer, scanner, and calculator.