STUDENT PERSONNEL ASSISTANT
Workforce & Economic Development

DEFINITION
Under general supervision of assigned manager/supervisor, assists in the support of Workforce and Economic Development (WED) Center operations related to providing service for classes, seminars and workshops.

TYPICAL DUTIES
Serve as resource person to staff, students, clients, potential clients and the community; provide information about WED programs over the telephone and in person; assist in planning WED activities and events; prepare WED materials for classes, seminars and workshops; assemble data and prepare reports; assist with follow-up studies and activities to evaluate WED services supports WED programs and operations, including business and facility functions; create/manage the WED master calendar; establish and maintain relationships with business, government and industry partners in support of Workforce & Economic Development; perform general office duties such as filing, e-mailing, and maintaining records; prepare correspondence, memoranda, reports and other materials; oversee temporary employees; and perform related duties as required.

QUALIFICATIONS

EXPERIENCE
Two years of experience directly related to the duties of the position with a community college, or related experience in an educational or community service agency serving small business, industry or government. (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) from an accredited institution. NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF
Knowledge of elements of correct English usage, spelling and vocabulary; letter and report writing; recordkeeping; basic arithmetic; use of technology to effectively perform responsibilities, including word processing, spreadsheets, databases and desktop publishing; effective customer service and interpersonal skills using tact, patience and courtesy.

SKILL IN
Skill in understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking questions as appropriate; finding information and identifying essential information; communicating with others effectively both orally and in writing to meet the needs of the audience; managing one’s own time and the time of others; adjusting actions in relation to others' actions; effective customer service.

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; work with minimal direct supervision; meet schedules and time lines; maintain confidentiality of information and sensitive materials; compile data and prepare reports; maintain accurate and complete records; read, write and use arithmetic at the level required for successful job performance; understand and carry out oral and written directions or ideas; communicate to small or large groups about the Center's resources; effectively coordinate multiple activities; analyze and solve problems; operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Current office technologies, including but not limited to computer, fax, copier, printer, scanner and calculator.