

COSMETOLOGY SERVICE ASSISTANT

DEFINITION

Under general supervision, coordinates the Cosmetology patron services with the instructional portion of the Cosmetology program, maintains student records in compliance with California State Board of Cosmetology and Barbering, and maintains all inventory systems and budget processes for the Cosmetology Department.

TYPICAL DUTIES

Provides procedural training and oversight for students in business techniques relating to the Cosmetology field such as operation of the cash register, completion and maintenance of client sales slips and client records for chemical services, inventory management of supplies used, proper telephone procedures, and maintenance of systematic appointment records; assists instructors with the coordination of classes that are presented by vendors or product distributors; develops and prepares customer fliers, price lists, days-of-operations sheets, as well as product information sheets for students; works closely with Security Department and Maintenance to provide a safe, efficient and healthy environment for students, clients and staff. Works with staff on annual budget requests and implements and monitors the budget for the Cosmetology Department; establishes and maintains individual student State Board of Cosmetology records and files to ensure compliance for the Cosmetology Department; and administrative preparation for students to take State Board of Cosmetology exam. Maintains accurate master records, database mailing lists. Develops and distributes promotional materials regarding program. Establishes and maintains individual student State Board of Cosmetology records and files to ensure compliance for the Cosmetology Department and administrative preparation for students to take State Board of Cosmetology exam. Maintains accurate master records, database mailing lists. Develops and distributes promotional materials regarding the program. Maintain electronic inventory system for all cosmetology equipment, supplies, and chemicals used in the department. Monitors department budgets, including preparation and tracking o budget requisitions. Resolves problems encountered in the purchasing process through communication with vendors. Consults with staff to determine purchasing needs for each area of instruction; contacts and negotiates with local and national jobbers for the purchase of equipment and supplies; purchases all products and equipment for the department; receives and stocks merchandise; and maintains close contact with product consultants. Hires, trains and oversees the work of student help, serves as a member of committees as assigned; Assists Cosmetology Department Chair with class and room scheduling, registration and student advisement. Verifies and calculates load for certificated staff, maintains payroll records and absence records for certificated staff, tracks faculty Flex obligation. Organizes and publicizes cosmetology events and special services that are college and community based; organizes community service outreach projects and works with public services within the community to coordinate services for their clients; and coordinates college outreach visits to high schools, colleges and career fairs and works those venues when needed. Acts as primary contact with the public for Cosmetology Department via developing and distributing promotional materials and brochures, telephone and reception/appointment desk. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

A minimum of five years experience in office administration and work with the public. Experience in administration of budgets, electronic inventory control systems. Experience in community college preferred.

EDUCATION

An Associate degree in a business or business related field may be substituted for two years of the required experience.

KNOWLEDGE OF

Knowledge of leadership and training techniques, tutoring techniques and procedures; Accounting and bookkeeping procedures, budgetary and purchasing procedures. Electronic inventory control systems, knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; numbers, their operations, and interrelationships including arithmetic, algebra, and their applications; and administrative and clerical procedures and systems such as word processing systems, filing and records management systems, forms design principles, and other office procedures and terminology. Computer application Software: MS Word, Excel, Outlook Express, Publisher, PeopleSoft.

SKILL IN

Effective use of accounting and bookkeeping procedures, budget and purchasing procedures, electronic inventory control systems, filing and records management systems, form design principles and other office procedures and terminology. Skill in training others in how to do something; using multiple approaches when learning or tutoring; assessing how well one is doing when learning or doing something; talking to others to effectively convey information; using logic and analysis to identify the strengths and weaknesses of different approaches to problems; and identifying the nature of problems. Skill in understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking questions as appropriate; working with new material or information to grasp its implications; knowing how to find information and identifying essential information; finding ways to structure or classify multiple pieces of information; and evaluating the likely success of an idea in relation to the situation.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to speak clearly so that it is understandable to a listener; read and understand information and ideas presented in writing; and communicate information and ideas in writing so others will understand. The ability to tutor students in cosmetology; operate equipment associated with cosmetology; and work under the stress of multiple demands and activities.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computers, printers, copiers, scanners, and fax machines.