

## **EDUCATIONAL CENTER ASSISTANT**

### **DEFINITION**

Under the direction of the Educational Center\* Administrator, assists in the administration of the office; assists with public information and awareness programs; and is responsible for center accounting and purchasing.

### **TYPICAL DUTIES**

Serves as administration office lead in administrator's absence, making decisions regarding routine office policies and procedures; trains and oversees student clerical assistants and temporary classified staff; is responsible for office equipment maintenance, repair, and supplies; serves as a resource person to staff, students, and community; prepares ESA's; secures facilities; prepares and disseminates press releases and brochures; collects and disperses funds; assists with development and maintenance of programs which will bring the community to the campus.

Works with Student Services Office to coordinate activities involving registration, preparation, printing, and distribution of class schedule, processes records, posts and processes grades; processing of student complaints; distribution of information to faculty, staff and community.

Prepares and maintains records and is responsible for security of funds received for trust and general accounts, including all student fees; processes requisitions, solicits quotes, and locates vendors; reconciles cash register tapes and prepares bank deposits; issues and accounts for campus keys; enters and retrieves data from database management systems; assists in development of center budget; prepares budgetary transfer and modification requests; prepares minutes, reports, correspondence; types a variety of materials including letters, memoranda, reports, inventories, lists, forms, agendas and meeting minutes from rough draft, copy, notes, or verbal instructions; interviews callers; handles complaints, referring to appropriate staff members; assists in coordination of campus events such as graduation, student orientation and registration.

\*An Educational Center for purposes of the job description is defined as a postsecondary operation administered by the college or district at a location separate from the parent institution and which qualifies for "center status" under Education Code Section 66904.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Two years of increasingly responsible clerical work. Experience in public relations, community services, accounting or bookkeeping practices and procedures and direct public contact.

#### **EDUCATION**

Equivalent to an Associate of Arts degree in business, accounting or related (preferred).

#### **KNOWLEDGE OF**

Policies and procedures of the Los Rios District and College, agencies serving the Center, public information practices, and accounting or bookkeeping practices and procedures.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

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: work well under pressure and without direct supervision. The ability to collect student and other related information from a variety of sources and store in appropriate databases. Learn, interpret, and apply rules, regulations, and policies; and correctly follow directions or a given rule or set of rules in order to arrange things or actions in a certain order. Assist students, faculty, staff and public with individual questions or concerns in an open, friendly and poised manner. Perform clerical work including use of correct English and spelling. Read and write at the level required for successful job performance; and prepare routine correspondence independently. File and check records accurately; perform mathematical calculations quickly and correctly and keep accurate fiscal records; operate modern office equipment; and input computer data with speed and accuracy; type or keyboard at a speed of 40 net words per minute from clear copy.

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

Computer, printer, calculator, typewriter, telephone, fax, copier, postage machine, optical scanner, and microfilm.