

PROGRAM ASSISTANT – TECH PREP

DEFINITION

Under the supervision of the project director, provides clerical and administrative support for the Tech Prep program.

TYPICAL DUTIES

Coordinates Tech Prep events with the project director, by contacting hotels and negotiating for space and meals/breaks, signing contracts, preparing requisitions, and issuing purchase order approvals; and negotiates for meeting times and space with outside vendors, including room set-up, menus, audiovisual equipment, and sleeping rooms. Communicates with staff at other campuses to explain LRCCD procedures and budget maintenance for Tech Prep; and communicates with project partners and contacts. Designs flyers, brochures, logos, and illustrations; designs and maintains Websites using HTML programming, and other tools, and creates GIFs of logos for incorporation into Websites; creates forms databases for purchasing and travel requisitions in accord with established college/District procedures; and establishes formats for recording and monitoring budgets for statewide Tech Prep, local Tech Prep, and other program grant funding. Composes letters, memos, and electronic correspondence for distribution to project staff, college administrators and statewide partners. Identifies ways to improve processes and makes recommendations to supervisor. Maintains the calendars of program staff and for program events; determines scheduling availability of statewide project partners and coordinates meetings; schedules staff meetings for Tech Prep staff from four campuses, updates supervisor's calendar to reflect appointments and invites attendees; and records the minutes of advisory committee meetings. Reviews files, records, and other documents to obtain information to respond to requests. Provides secretarial and clerical support for the Tech Prep director and program staff. Prepares requests for transfer of expenditures and budget modifications; identifies and requests corrections to budget records; monitors travel reimbursement claims to ensure compliance with District and program procedures; orders materials, supplies, and services; and completes records and reports. Maintains inventory of Tech Prep videos and curricula; and maintains the database of Tech Prep program participants. Trains temporary classified employees; computes, records, and proofreads data and other information, such as records or reports; and compiles, copies, sorts, and files records of office activities, documents, business transactions, and other activities. Receives and distributes mail; processes outgoing mail, packages, and other materials; and operates office machines, such as copier, letter folder, scanner, FAX machine, shredder, and personal computer. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of responsible secretarial/clerical experience, or one year of experience in the Los Rios Community College District performing responsible clerical duties.

EDUCATION

AA Degree with business, office administration, or related course work may be substituted on a year-for-year basis for up to one year of the required experience. BA Degree (preferred).

KNOWLEDGE OF

Knowledge of HTML code generators and Web page design programs. Knowledge of customer service and consultative techniques; alternative delivery systems; and incorporation of feedback processes into finished products. Knowledge of administrative and clerical procedures and systems such as telephone etiquette, word processing, desktop publishing, graphic design, Internet site design and maintenance, records management, forms design, electronic mail systems and general office procedures; and modern office equipment and methods, including letter and report writing. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; and the elements of arithmetic and accounting methods and procedures.

SKILL IN

Skill in consulting with project staff to devise alternatives and arrive at decisions and create finished work projects on a cooperative basis. Skill in listening to what other people are saying and asking questions as appropriate; training and advising temporary project staff in procedural and budgetary matters; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

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 use a variety of software applications including word processing, desktop publishing, graphic design, database, etc.; and learn and apply new office technologies and software programs. The ability to maintain program accounting records; formulate possible courses of action in response to unexpected situations for consideration and selection by supervisor; and interpret and apply policies and procedures of the college and District. The ability to apply laws, rules and regulations related to program; learn, interpret and apply specific rules and policies with good judgment; and independently exercise good judgment in working with a given set of rules to produce positive results. The ability to work independently; follow directions; perform clerical work including use of correct English and spelling; prepare routine correspondence independently; and prepare concise and complete reports. The ability to add, subtract, multiply, or divide quickly and correctly; and operate modern office equipment.

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

Computer, printer, scanner, copier, fax machine, and calculator.