

## **STUDENT PERSONNEL ASSISTANT**

### **Cultural Awareness Center**

#### **DEFINITION**

Under the general supervision of the assigned manager/supervisor, operates and maintains the Cultural Awareness Center. This includes working with the faculty coordinator, faculty, staff and students, and community members individually and in groups to implement the Center's programs and services.

#### **TYPICAL DUTIES**

Meets and interviews clients; explains the Center's programs and services; provides services or makes referrals; orders, reviews, catalogs, inventories and maintains materials relating to Cultural Awareness Center resources and services. Develops and maintains records and forms used in the operation of the Center; prepares and updates information, resources and services available; publicizes the Center through printed activities; organizes and prepares contracts for lectures, workshops, seminars, special events and keeps minutes; implements the evaluation process for activities and services; does appropriate follow-up on clients; keep accurate records of budget expenditures; prepares and types correspondence, memoranda, reports, contracts, and other materials; maintains files and Center resources; assists the operation of the Center in absence of faculty member under supervision of the assigned manager/supervisor; oversees student aides; works closely with advisory groups in reviewing and recommending the purchase of appropriate assessment instruments; and performs other duties as assigned.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

Two years of successful experience in assessment, academic record keeping, or computer operations in an educational environment. Hands-on computer experience or evidence of training in the use of computer applications is required. (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**

Knowledge of elements of correct English usage, spelling and vocabulary; and letter and report writing. Knowledge of basic computer applications, databases, spreadsheets, and desk top publishing software, email, and voicemail. Knowledge of interpersonal skills using tact, patience and courtesy; awareness of special challenges relating to the Cultural Awareness Center and its mission.

##### **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; and in communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in working with new material or

information to grasp its implications; and knowing how to find and identify essential information. Skill in managing one's own time and the time of others.

**ABILITY TO**

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. The ability to collect tabulate and summarize data in written form; write and produce publicity materials in paper and online; write letter, complete contracts, write reports clearly and accurately; perform operation functions of the Center. 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)**

Computers, fax, copiers, computer projection equipment, Scantron and personal PA system.