

STUDENT PERSONNEL ASSISTANT

Davis Outreach Program

DEFINITION

Under general supervision of the assigned manager/supervisor, serves as a staff assistant in providing student personnel services and information on college programs to members of the outreach community; supervises the operation of the program office.

TYPICAL DUTIES

Serves as a resource person to staff, students and the community; assists in preparing surveys and other measuring tools to be used in assessing the needs of the community; assists in interpreting the college educational outreach program to individuals and community organizations and seeks information concerning the need for additional programs over the telephone and in person; assists in scheduling classes held in the community; performs general office duties such as filing, and maintaining records; makes periodic reports on class enrollment and other activities; assists in ordering supplies and educational materials; assists the instructors of the several classes offered at the facility as needed; supervises students assigned to the program, assembles data and prepares reports; assists with follow-up studies and activities relating to the evaluation of services provided by the program; periodically represents the college at community functions and organizational meetings; performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience in a LRCCD student support services position or similar position with related duties. (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 the area served by the Outreach Program; college programs and student services; recordkeeping and report writing procedures.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; relate to others; maintain cooperative relationships; accept assigned procedures toward completion of tasks; maintain confidentiality of sensitive material; develop and implement innovative programs within assigned guidelines; communicate effectively; compile data and prepare reports. The ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.