

## **STUDENT PERSONNEL ASSISTANT**

Educational Center

### **DEFINITION**

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

### **TYPICAL DUTIES**

Serves as a resource person to staff, students and the community; provides information about college programs over the telephone and in person; assists in planning events to be held in the Center and the community; performs general office duties such as filing, typing, and maintaining records; assists with the development of flyers, promotional materials and workshop information; assists with the development of college activities designed to promote recruitment efforts; recruits, trains and directs student ambassadors; assists with orientation sessions; assembles data and prepares reports; assists with follow-up studies and activities relating to the evaluation of services provided by the Center; 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**

The area served by the Educational Center; college programs and student services; recordkeeping and report writing procedures. Knowledge of interpersonal skills using tact, patience, and courtesy; computers, including graphics packages, word processing, Internet usage, database management and spreadsheets.

#### **SKILL IN**

Skill in communicating effectively with others orally and in writing as indicated by the need of the audience; working with new material or information to grasp its implications; leading the work of student and temporary employees.

#### **ABILITY TO (ESSENTIAL FUNCTIONS)**

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; develop and implement innovative programs within assigned guidelines; maintain confidentiality of information and sensitive materials; compile data and prepare reports; and maintain accurate and complete records. The ability to understand and carry out oral and written directions or ideas; speak to large groups; explain and interpret the functions of the Educational Center; and accept assigned procedures toward completion of tasks. 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)**

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