

STUDENT PERSONNEL ASSISTANT

Transfer Services

DEFINITION

Under general supervision of assigned manager/supervisor, serves as a staff assistant in providing student services and information on college programs in Transfer Services.

TYPICAL DUTIES

Serves as support person for the Transfer Services Director. Acts as contact person for college representatives who visit the Transfer Services Center; provides room space for visiting reps and workshops; and designs and arranges for duplication/distribution of flyers, E-mail, Intranet, and Internet announcement of Transfer Services activities. Assists with development of media package and maintenance of the Center's website. Directs the activities of student employees and temporary classified employees; provides orientation classes when Director is unavailable; and meets with the Transfer Director to determine needs of the Center. Provides transfer information to students and schedules appointments for them as appropriate; tracks potential transfer students; assists with the Dual Admissions Program; tracks TAAs; and compiles, assesses and maintains records for Transfer Services. Follows up on special requests; prepares and maintains reports; and 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 elements of correct English usage, spelling and vocabulary; letter and report writing; and the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of basic computer applications; typing and filing techniques; interpersonal skills using tact, patience and courtesy; and policies and practices involved in Transfer Services functions. Knowledge of ways to advise students regarding procedures appropriate to the position.

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 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; developing approaches for implementing an idea; assessing how well one is doing when learning or doing something; and evaluating the likely success of an idea in

relation to the demands of the situation. Skill in being aware of others' reactions and understanding why they react the way they do; and adjusting actions in relation to others' actions.

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. The ability to maintain accurate and complete records; and understand and carry out oral and written directions. The ability to read and understand information and ideas presented in writing; and employ appropriate website and software applications. The ability to maintain confidentiality of sensitive material; compile data and prepare reports; analyze and solve problems; and work well under the stress of multiple activities. 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, and calculator.