

STUDENT PERSONNEL ASSISTANT

Workforce & Economic Development

DEFINITION

Under general supervision of assigned manager/supervisor, assists in the support of Workforce and Economic Development (WED) Center operations related to providing service for multiple programs at the district and Career Education programs across the colleges.

TYPICAL DUTIES

Serve as resource person to the district regarding grant funded and other programs; establish and process employment agreements for temporary and part-time positions; complete online forms and assign approvals; maintain and submit records for payroll; track and coordinate online professional development trainings; track, calculate and create documentation for stipend payments; respond to inquiries regarding compensation and payment; assist with tracking salary budget assignments; process budget entries; research and analyze budget and expenditure discrepancies; interpret records of financial transactions; reconcile, prepare and submit budget reports; support colleges with grant budgets, run queries, communicate with college contacts; coordinate special projects: research and collect data, compile and format data for reports, and conduct basic analyses; perform general office duties such as filing, e-mailing, and maintaining records; answering the phone, preparing correspondence, memoranda, reports and other materials; oversee temporary employees; and perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience directly related to the duties of the position.

(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) from an accredited institution. NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; compile data and prepare reports; maintain accurate and complete records; communicate to small or large groups about the Center's resources; effectively coordinate multiple activities; analyze and solve problems; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

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

Current office technologies such as computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.