

PERALTA COMMUNITY COLLEGE DISTRICT - September 12, 2007

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/VICE PRESIDENT'S OFFICE
(Student Services Department)**

**(SEIU Salary Range 67)
Job Code: 913**

CLASS PURPOSE

Under the general supervision of the Vice President of Student Services, performs clerical and technical support for all areas of Student Services campus-wide.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs a wide range of clerical, technical, personnel and budgetary control duties related to the operations of the Student Services Department.
- Prepares all student personnel action requests and changes of assignment; computes and enters all student services faculty assignments and changes in the district's online system.
- Assists in the development, implementation and maintenance of the Student Services Department budgets; monitors budget expenditures; initiates budget transfers, adjustments, requisitions, and warehouse supply orders.
- Operates computers to create spreadsheets and a database for all student services faculty assignments.
- Prepares reports for the District, Local, State and Federal agencies as required and serves as liaison between the administrator and the State Chancellor's Office, District Administration and campus officials.
- Reviews and codes hourly classified employee time sheets and monitors maximum allowable time worked.
- Researches data and calculates contract and hourly academic assignments.
- Contacts vendors, obtains vendor application information and submits to District for processing.
- Serves as liaison with student services managers in updating student services information in the Student Handbook, College Catalog and Schedule of Classes.

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- Analyzes data related to student services programs. Creates computer applications that permit the management of data, production of technical reports, and the maintenance of records.
- Coordinates the student grievance process, including recording intake information, providing students information on the process steps, provides form(s) and instructions on completion of forms; maintains grievance files.
- Recommends ways computer technology or other work methods can improve workflow efficiency and quality of services to students.
- Provides information in person or by telephone, where judgment, common knowledge and interpretation of policies and regulations are necessary.
- Assists the Vice President in responding to inquiries and requests for information from students, faculty and staff concerning financial aid, orientation, assessment, outreach, admissions, counseling, student health and student life programs, transfer and career attainment services..
- Greets visitors to the department, answers the telephone, and assists students, faculty, staff or the general public, providing information or assistance as required; receives student complaints including recording intake information, providing students information on the process steps, provides form(s) and instructions on completion of forms,.
- Receives, opens, and distributes the mail; refers matters to the Vice President in order of priority; establishes and maintains a complex interrelated filing system and responds to inquiries for information about the college and its programs.
- Schedules meetings and conferences, sets up appointments, and may represent the Vice President at meetings to obtain information relevant to the Vice President's Office.
- May take minutes and transcribe minutes of meetings.
- Assists the Vice President with various annual events and ceremonies.
- May train other classified and supervise student employees.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Three (3) years of progressively responsible secretarial/technical administrative experience; or an equivalent combination of training, education and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Knowledge of the principles of program planning and budget preparation.
3. Demonstrated ability to plan, direct, administer and initiate processes and projects.
4. Demonstrated ability to prepare and maintain accurate, complete and detailed records and reports.
5. Ability to establish and maintain cooperative relationships with those contacted in the course of work.
6. Knowledge of proper English usage, grammar and punctuation, and ability to speak and write effectively.

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7. Knowledge and proficiency in the use of personal computers and office productivity software (e.g., Word, Excel, Access and PowerPoint, etc.), internet browsers and e-mail.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of an Associate's degree or higher in an appropriate field.
- Ability to lead and train others and at least one year of supervisory experience.
- Respect for the educational process and its contribution to society.
- Strong customer service skills.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions; and ability to work with students on questions, issues, complaints, and grievances.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting

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- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: 11/6/12