

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Contract Assistant

Department: Various

Location: District-wide

Date: 8/2007

POSITION PURPOSE

Under the direction of assigned administrator, support the supervisor through a wide variety of program-related clerical, technical, operational, and service responsibilities. Provides a complex level of computer software and database support to the development, scheduling, monitoring, reporting, and coordination of project activities.

KEY DUTIES AND RESPONSIBILITIES

1. Provide support for students and program participants with faculty, staff, and mentors relative to program functions, goals, and objectives.
2. Assist students and participants with various college and agency procedures such as registration, room reservations, logistics, completion of forms and documents, and identification of mentors.
3. Provide students and participants with specific program resources such as mentors, interpreters, and tutors. Coordinate services with, and refer students and participants to other college staff, programs, community mentors, or support agencies.
4. Provide information, responses, and assistance to potential and current sponsors, partners, and new contacts regarding program requirements and services.
5. Disseminate relevant program publicity, including PowerPoint presentations, in conjunction with other staff.
6. Use a variety of computer software to develop collateral materials including brochure and flyer design and production, web page enhancements, job aids, instructional material layout and production, desk top publishing formats, and other marketing materials as needed.
7. Prepare periodic reports regarding grant activity, contracts, and expenditures, using a database and a variety of computer programs.
8. Maintain program accounts online, and perform regular financial recordkeeping pertaining to the reporting and documentation of assigned program budgets. Assist in developing and monitoring the program budget and expenditures, in conjunction with the program supervisor.
9. Use a variety of resources to collect, compile, and assemble statistical data on program activities and participation. Complete forms and maintain on-line data collection systems, various files, and perform activity statistical reporting. Identify and resolve discrepancies.
10. Coordinate meetings, use a computer to take and transcribe minutes, and disseminate advisory committee information; set up laptop/projector/projector screens for presentations.
11. Complete and submit district check and conference requests, petty cash and other forms as required.
12. Perform other related duties as assigned.

EMPLOYMENT STANARDS

Knowledge of:

1. Computer skills: Excellent skills in Microsoft Office applications including Word, Excel, Access, Outlook, PowerPoint, Publisher, and InfoPath; Adobe applications Acrobat Professional, Photoshop, and Illustrator; webpage design (HTML and JavaScript); Desktop Publishing formats and resources.
2. Basic functions and programs of a community college or similar educational setting.
3. Proper English usage, spelling, grammar, and punctuation.
4. Accounting and financial recordkeeping methods and practices.
5. The needs and sensitivities of special and disadvantaged student populations.
6. Governmental, community and social services organizations and their functions.
7. Applicable state and federal laws, regulations and guidelines.
8. Office administrative practices and procedures including filing, electronic communications, and the operation of standard office equipment.
9. Modern office practices, procedures and equipment including computer operation.

Skills and Ability to:

1. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules.
2. Set priorities and multi-task for various concurrent tasks and duties.
3. Communicate effectively orally and in writing, including reports and other written materials
4. Learn, apply and explain relevant laws, regulations, policies and procedures.
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6. Fully utilize a database and a wide variety of computer applications software.
7. Work as a team with staff, partners, and clients.
8. Handle sensitive matters with diplomacy and tact.
9. Exercise sound judgment within established guidelines.
10. Establish and maintain cooperative working relationships with students, staff, community agencies and organizations, business representatives, and other program participants
11. Monitor and help prepare a program budget.
12. Communicate respectfully, tactfully, and sensitively with persons of diverse backgrounds, cultures, language groups and backgrounds.

Experience and Education:

1. An Associate's degree from an accredited college or technical school.
2. One year of related experience

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sufficient ambulatory to move to work stations and sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Visual acuity to read numbers and words and to observe students perform tests and assignments.

Board Approved: 8/14/07

Salary Range: 75

EEO Category: 2B4 – Secretarial/Clerical