

Job Description

Job Title: Program Assistant, Educational Talent Search
Job Class: Support Staff
Department: College Access
Reports To: Director of College Access and ETS
FLSA Status: Non-exempt/Compease Grade 7 /Grant Funded
Prepared By: Director of College Access and ETS
Prepared Date: April 29, 2014, revised 1/11/2016, revised 10/12/2017
Approved By:
Approved Date:

SUMMARY: Provides office support services for ETS staff members, as well as implementation of program activities to program participants in grades 6-12 when necessary. Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Other duties may be assigned.

Serves as program receptionist.

Maintains all computer records for program participants and activities accurately to ensure compliance with federal guidelines.

Assists Assistant Director and/or TM Coordinator with gathering data for senior confirmation project.

Types, duplicates, prepares, and files program materials.

Schedules appointments and assists with travel arrangements.

Processes bulk and any necessary mailings for program (postcards, trip forms and permission slips, etc).

Maintain accurate, confidential, and well-documented participant files in accordance with federal guidelines.

Provides support for staff by managing reservations/confirmations for cultural and college field trips.

Responsible for reconciliation of monthly budget statements, maintenance or financial records, bi-annual audits, special programs, preparation of reports and grants, and all program activities.

Create/edit/contribute to newsletter publication.

Prepares required federal and sponsoring institution forms.

Visit assigned target school ETS participants, present activities, and assist in recruiting eligible students for enrollment when necessary.

Assist participants in completion of college and financial aid applications/forms.

Foster a positive, professional and knowledgeable working environment.

Provide other duties as assigned by the Program Director.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (Office Administration, Education, or related field). Minimum one year experience and training in office procedures. Experience with computerized databases, spreadsheets, budgeting, word processing, and general office duties are required. Knowledge of educational and career counseling techniques, effective communication skills and ability to work with youth from all backgrounds. Prefer familiarity with secondary schools in target area.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

LANGUAGE SKILLS:

Exceptional verbal and written communication skills. Ability to effectively communicate with diverse constituencies both inside and outside the college. Strong interpersonal communication skills to assist with program participants and staff.

MATHEMATICAL SKILLS:

Competency in basic college math. Knowledge of and experience in working with Access and Excel or comparable database/spreadsheet program.

REASONING ABILITY:

Ability to multi-task, prioritize, set up/maintain databases and generate reports; ability to analyze problems. Knowledge of and the ability to work with youth, strong verbal and written analytical and interpersonal skill, and the ability to prioritize work load and set goals. Analyzes problems or procedures and decides on a correct course of action when a choice can be made; makes logical and timely decisions; identifies and applies logic and reason to resolution of problems; exhibits flexibility and willingness to learn; deals professionally with unexpected situations and operates with little or no direct supervision.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to use general office equipment including the computer, fax, telephone, and copier. Equipment is in various locations. Some problems may necessitate research to solve. The information being researched may be located in various offices and be in various formats necessitating pulling files, examining records. Requires prolonged periods of time on the computer, the phone and meeting with students. Must be able to travel throughout campus and service area. Mental stresses of working under constant interruptions and deadlines. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position performed primarily in environmentally controlled rooms, as well as, in various schools in college service area.