



Program Assistant for College Access Job Description

Job Title: Program Assistant for College Access
Job Class: Support (50% ETS, 50% UB)
Department: College Access
Reports To: Director of College Access and Educational Talent Search
FLSA Status: Non-Exempt
Compease: Grade 6
Approved By: Vice President of Institutional Advancement
Approved Date: 09/10/21

I. Position Purpose

The U.S. Department of Education federally funds the TRIO Educational Talent Search and Upward Bound programs. Designed to generate skills and motivation necessary for success in education beyond secondary school, TRIO programs help low-income, first-generation college bound students in grades 6th – 12th. The Program Assistant for College Access provides clerical support services for the staff members of the Educational Talent Search (50%) and Upward Bound (50%) Programs.

II. Duties and Responsibilities

PERFORM ADMINISTRATIVE DUTIES TO SUPPORT COLLEGE ACCESS: The Program Assistant will serve as College Access receptionist, provide telephone support for staff, set appointments, and assists with travel arrangements. This position will assist in preparing required federal and sponsoring institution forms, maintain equipment inventory, and enter requisitions. Other tasks include creating reports and correspondence, updating program materials, managing calendars, scheduling meetings and events, preparing meeting minutes and word processing for all program activities including student correspondence and participating target schools.

PROVIDE PROGRAM SUPPORT: The Program Assistant will maintain and organize all computer records, required tracking paperwork for participants and activities accurately to ensure compliance with federal guidelines, and maintain program budgets and reconciliation of monthly budget statements. This position will duplicate, prepare and file department materials, process bulk and any necessary mailings for programs, and assist with collection of data for Annual Performance Report including National Clearinghouse research and FAFSA completion data. The Program Assistant will also assist with: maintenance of financial records, annual file audits, annual file reviews and preparation of reports and grants, and create, edit, and distribute quarterly newsletters for the College Access programs.

SUPPORT STUDENTS TO ADVANCE STUDENT SUCCESS: The Program Assistant will assist at Upward Bound Saturday sessions and serve as chaperone as needed, follow-up support for all program activities and summer session. This position will also assist with coordination, implementation and continuation of six-week summer session for Upward Bound and ETS camps and students in finding appropriate resources at the college.

ENGAGE IN COLLEGE AND COMMUNITY SERVICE: The Program Assistant will serve on committees and collaborate with education institutions and professional organizations for development and to share best practices; participate in recruiting, on-campus events, and perform other job-related duties as assigned.



DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Program Assistant will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications - Education, Experience, and Skills

- Minimum of an Associate Degree in office administration, education, or related field required.
- Minimum of one-year experience in office administration.
- Minimum of one-year experience with computerized databases, spreadsheets, budgeting and office procedures required.
- Familiarity with target schools, demonstrated ability to work with low-income, first-generation school students as evidenced by overcoming similar barriers preferred.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).