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| **POSTING DETAILS** |  |
| Posting Number: | 0020 |
| Position Title: | Program Assistant II – South County |
| Reports To: | Director |
| DBM/Step (if Applicable) | B22 |
| Type of Position: | Classified |
| Assignment Description: | Full-time, hourly |
| Salary: | $16.52 hourly to $24.63 hourly (Dependent on Qualification) |
| Type of Benefits: | Medical, dental (with orthodontia), vision Life, Long-term disability State PERS retirement Tuition Waiver EAP |
| Other Benefits (if applicable): | * Employees accrue vacation and sick time. * In addition, mandated retirement program participation, the college provides options for voluntary 403(b) savings participation. * Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. * Employees enjoy a four-day workweek during the months of July and August. |
| Department: | South County |
| **Job Summary/Basic Function:** | **Job Summary**  Under general supervision, performs various administrative and clerical duties at the Seaside South County Campus to assist in the administration of CCC educational/student services/community education & workforce training programs. Incumbents have considerable interaction with program participants and other involved parties to provide necessary information and explanation of issues relating to the college programs and CEDR (Clatsop Economic Development Resources) and the CCC SBDC. (Clatsop Community College Small Business Development Center).  They are the “gatekeeper” for the South County Campus of CCC, working with the public, students, ENCORE, and other organizations that hold meetings in the south county campus, as well as faculty and adjunct faculty that utilize the facility. They must have a considerable knowledge and understanding of the college programs and CEDR/CCC SBDC to effectively carry out their duties.  This position reports directly to the Executive Director of CEDR/CCC SBDC, and provides administrative support for the director on CEDR board meetings, CEDR/SBDC committees, SBDC lead advisor and PT advisor support.  This position is the nucleus of CCC SBDC workshops, from reserving rooms, creation of workshop flyers, social media, registrations, marketing, financial reconciliation and reporting, and workshop evaluations. |
| **Essential Duties:** | **Essential Duties**  1. Responds to informational inquiries regarding CCC programs and CEDR/CCC SBDC programs including purpose, content, processes and procedures, regulations, etc. Provides specific information requiring considerable knowledge of CCC and CEDR/CCC SBDC programs. Provides detailed information to students based on student needs; assists students with class scheduling, registration; maintains knowledge of course offerings and degree requirements.  2. Performs general secretarial support functions for the college and CEDR/CCC SBDC, including processes all incoming registrations, contracts, and requisition forms according to established procedures; accepting and processing payments; maintaining filing systems; scheduling appointments and meetings; sorting and distributing mail and photocopying materials. Composes and types of routine correspondence and manages online email marketing. Tracks and maintains participant data. Must determine if appropriate data has been provided and meets reporting requirements.  3. Establishes and maintains record keeping system of fiscal records, program activity, student records, budget and participant criteria. Creates new registration and recordkeeping forms as necessary to simplify the administrative process and to obtain all needed information. Gathers and compiles data and prepares reports to ensure compliance with program regulations. Coordinates efforts with outside agencies and other college offices having an impact on the program and CEDR/CCC SBDC such as Business Office and Computer Services, as well as with outside agencies and program partners to ensure efficient administration of the CCC programs and CEDR/CCC SBDC and the attainment of its objectives.  4. This position reports directly to the Executive Director of CEDR/CCC SBDC and provides administrative support for the director on CEDR board meetings, CEDR/CCC SBDC committees, SBDC lead and PT advisor support, client intake, the Clatsop Community College SBDC Small Business Management Program, and is the liaison with the administrative staff at OSBDCN (Oregon Small Business Development Center Network) lead office in Eugene.  5. Answers phone calls that are incoming to the main campus and not answered by a “live” person, handles call-in registrations for all CCC community education/workforce training workshops (phone number listed on all flyers), and takes messages for CEDR/CCC SBDC Director, lead advisor of CCC SBDC, CCC apprenticeship program and general inquiries from the main campus, public & private sector, business community and citizens.  6. Processes all purchase orders, requisitions, and travel requests. Tracks paperwork. Responsible for accuracy of data entered into the college student information system. Sets up and runs reports.  7. Assists in creating and editing departmental and CEDR publications and presentations. Takes minutes at the bi-monthly board meetings and transcribes recording and notes that are published to all board members and available to the public.  8. Monitors office supply inventory and arranges for replenishment of items as necessary, including college and CEDR publications and forms.  9. Performs other duties of a similar nature or level. |
| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | **Education and Experience**  *Minimum Qualifications*:  Associate degree in Office Administration or a related field and five or more years of previous experience performing administrative and clerical functions in support of an educational/student service program, economic development organization or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. |
| Knowledge, Skills and Abilities Required: | **Knowledge, Skills and Abilities**   * Knowledge of administrative office practices and procedures. Energetic. Organized. Dependable. Responsible. * Knowledge of computer operations, including word-processing, spreadsheet, and database uses as applied to an office environment. At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks. * Ability to organize and prioritize work. Works well under pressure. Ability to work independently but also a team player. * Embraces technology and has a comfort level with websites, social media, and email marketing, or has a passion and desire to learn new processes that benefit students and the business community. * Willing to update skills and learn new ones. Continual training. * Skill in recordkeeping, billing and financial reporting including financial and statistical data gathering. Strong attention to detail. * Skill in administrative support functions such as keyboarding, filing, cashiering, and budgets. * Demonstrated skill in communicating with customers; excellent interpersonal skills to contribute to a positive environment to work and learn. * Sensitivity to and understanding of the diversity found among community college students and staff. |
| Desirable Qualifications: | Experience in an educational setting, especially in a post-secondary environment, or in a fast-paced work environment. Previous experience using QuickBooks Pro, Microsoft Publisher or other publishing software, Microsoft Office “Suite” including Excel and Word. |
| Physical Requirements: | Primarily sitting in an office type environment. Frequent and continuous computer use is required. Frequently works alone in the office. |
| Posting Date: | 1/12/2023 |
| Special Instructions to Applicants: | VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Other document |
| Required Applicant Documents: | Application  Supplemental Questions  Resume |
| **CLOSING DATE:** | 2/17/2023 |