EDUCATIONAL PROGRAM ASSISTANT  
Application deadline: Wednesday, June 15, 2016

POSITION DESCRIPTION

Under general supervision, performs a variety of administrative and secretarial duties to relieve a dean of one of the educational services units of all possible routine detail; controls the release of sensitive information and exercises considerable initiative and judgment; performs related duties as required.

RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- Coordinates the office and administrative functions of an educational services unit. Reviews office activities, policies, systems, and procedures, and recommends changes.
- Coordinates, directly, and assigns the work, and participates in selection and evaluation of clerical staff and student assistants in various program components through the division. Assesses staff skill levels and provides or arranges training as needed.
- Assists in the development of the annual unit budget request; researches and calculates costs; verifies calculations made by others; compiles information for and makes recommendations on projected expenditures; writes justifications; completes and submits the budget package within the deadlines.
- Audits and controls budget accounts and other financial records, using a computer spreadsheet; notifies supervisor of a significant variances and recommends methods of limiting expenditures or transferring funds between accounts. Prepares purchase orders and requisitions; maintains inventory of equipment, materials, and supplies.
- Coordinates the preparation of schedules, college catalog entries, master dictionary, and curriculum guides for the unit.
- Sets up filing, recordkeeping and tracking systems, and trains others in their use. Coordinates the flow of information, including monitoring progress and deadlines of projects assigned to others.
- Prepares, processes, or verifies payroll and personnel documents; assures timely completion of work evaluations. Notifies the personnel office when it is necessary to replenish the adjunct pool. Monitors the accumulated work time of adjunct and short term/substitute hourly classified/clerical employees and advises the dean before upper limits are reached.
- Prepares reports, board items, grant proposals; writes and maintains procedure manuals. Prepares meeting agendas, takes and finalizes minutes of meetings. Takes and transcribes meeting notes. Types, edits and formats a variety of complex documents, financial and statistical reports including graphs, charts and tables, using word processors and/or computers.
- Screens and distributes mail; answers correspondence on own initiative in accordance with general policies and procedures or knowledge of the supervisor's viewpoint. Gathers the supervisor will need related to other correspondence and suggests possible responses.
- Screens and routes calls and visitors; provides information to staff, students and the public regarding programs and services; resolves administrative problems without referring to the dean whenever possible. Manage complaints and concerns; obtains full details of the complaint and resolves the matter or refers it to the proper person.
- Attends and actively participates in meetings as a representative of the dean.
- Arranges, coordinates, and schedules a variety of meetings, appointments and special or regular events including program registration, seminars, classes, and conferences. Maintains calendars, makes reservations and travel arrangements; schedules staff to assure complete coverage during office hours.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of generally accepted office practices, procedures, and equipment; basic arithmetic and record keeping; and proper English usage, grammar, vocabulary, and spelling; and the preparation of routine correspondence.
- Must type 65 net words per minute; take and transcribe meeting notes; and operate computer systems used in assigned office.
- Ability to learn, apply, and communicate complex policies, procedures, and regulations relevant to assigned office. Must possess ability to understand various software packages, including those used in an educational setting.
- Ability to organize and coordinate office procedures, coordinate the work of others, and prioritize workload; ability to perform complex secretarial and technical tasks within defined deadlines.
- Ability to maintain accurate and orderly records and files.
- Ability to use initiative and judgment in working independently while recognizing matters which should be referred to supervisor.
- Ability to follow written and oral directions.
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships with staff administrators, faculty, students, and other contacted in the course of performing assigned duties.
- Any combination of education, training, and experience that provided the required knowledge, skills, and abilities. An example of this would be completion of high school with experience in a community college environment.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS

- Experience in a community college environment.

SPECIAL CONDITIONS

Working Hours: Monday through Friday - 7:30am - 4:30pm.

APPLICATION PROCESS

Chaffey College recently implemented an online application system. Our new application can be accessed at https://chaffey.cood.com/ats/careersite/search.aspx?site=2&ch=chaffey. The application must be filled out completely and in detail and clearly show that you meet the minimum qualifications as set forth in the announcement. In addition, the following documents must be uploaded:

- Resume

Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT

This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 20 of the CSEA Salary Schedule, with a starting salary of Step A, $3,921/month; progresses over time to $5,517/month. Excellent benefit package. Must achieve qualifying scores on tests to be administered by the college. TESTING FOR THIS POSITION IS SCHEDULED FOR FRIDAY, JUNE 17, 2016 AT 7:30AM AND 2:30PM. APPLICANTS MUST MAKE AN APPOINTMENT FOR TESTING WITH HUMAN RESOURCES AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU. PLEASE ARRIVE BY THAT TIME IN ROOM 86-108. APPLICANTS WILL NOT BE ADMITTED LATE. DUE TO THE HIGH VOLUME, EMAILS MAY NOT BE RESPONDED TO, AND WE ARE UNABLE TO TAKE APPOINTMENTS BY PHONE. PREVIOUS PASSING TEST SCORES WITHIN ONE YEAR WILL BE APPLIED AND YOU WILL NOT NEED TO RETEST.

Chaffey Community College District is committed to equal employment opportunity. 15-16/115CL