

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STAFF DEVELOPMENT PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources & Legal Affairs and general supervision of the Staff Development Coordinator, perform a variety of secretarial and administrative duties in support of the operations and activities of the Staff Development Department, Training Services, and the Teaching & Learning Center.

REPRESENTATIVE DUTIES:

Provide a full range of secretarial, technical, and administrative support to the Staff Development Coordinator and in support of the Staff Development, Training Services, and Teaching & Learning Center functions.

Provide assistance and information to faculty and staff concerning Staff Development, Training Services, and Teaching & Learning Center functions; answer questions and provide assistance to administrators, faculty, and staff concerning schedule functions.

Assist in coordinating Staff Development programs and activities for academic and classified staff; organize, schedule, and coordinate Staff Development classes and workshops.

Design and prepare the Staff Development Event Calendar; supervise and participate in typing, formatting, proofreading, editing, and preparing the calendar for printing; assure quality control; order printing and distribution services.

Participate in the implementation of Staff Development classes and workshops; serve as liaison with workshop presenters; process registrations; maintain records for registration, attendance and credit in database system.

Assess and recommend changes and improvements to better serve faculty and staff needs; participate in the development and implementation of long-range plans.

Participate in the development of systems to track data related to areas of assignment.

Assume responsibility for the maintenance and accuracy of database for assigned information including faculty and staff flex, hurdle, and educational incentive credit information.

Assist the Staff Development Coordinator with information gathering and report development as related to the Staff Development programs; prepare Staff Development reports including faculty and staff use, outcomes, and related follow-up information.

Assist in the process of class evaluations; assist with the development, modification, and implementation of the Staff Development course offerings.

Participate in monitoring assigned budgets; maintain budget records; process requisitions.

Participate in the development of promotional and informational materials related to events and activities in assigned area; coordinate distribution of materials to faculty and staff.

Maintain a library of Staff Development resource materials.

Update and maintain Staff Development Web page.

Staff Development Program Assistant - Continued

Assist with campus activities such as Opening Day and Staff Development Day activities.

Participate in the day-to-day operation of the Teaching and Learning Center.

Supervise and train assigned clerical staff and student workers.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, procedures, and methods used in a Staff Development program.

Modern office procedures, methods, and equipment including computers and applicable software.

Principles and procedures of record keeping.

Principles of business letter writing.

District organization, operations, policies, and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

English usage, spelling, grammar, and punctuation.

ABILITY TO:

Perform clerical, secretarial, and administrative support duties involving the use of independent judgment and personal initiative.

Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.

Assist in coordinating and supervising assigned activities.

Train and provide direction to others.

Compile and assemble data variety of sources.

Maintain accurate and complete records and files.

Prepare a variety of reports and correspondence related to areas of assignment.

Operate and use modern office equipment including a computer and various applications.

Type at rate of speed necessary for successful job performance.

Recommend and revise new office procedures.

Understand and follow oral and written directions.

Work independently in the absence of supervision.

Plan and organize work to meet schedules and deadlines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or a related field and three years of increasingly responsible clerical or secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions.

Staff Development Program Assistant - Continued

PHYSICAL ABILITIES:

Hearing and speaking to exchange information on the telephone or in person.

Seeing to read and verify data and prepare various materials.

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Sitting or standing for extended periods of time.

HAZARDS:

Extended periods of time viewing computer monitor.

Created: December, 2001

Johnson & Associates

Approved by the Governing Board on December 12, 2001