

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **APPRENTICESHIP PROGRAM ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To coordinate the work of program sponsors of the Apprenticeship Program; to complete, record and submit required paperwork throughout the semester to ensure the college's program is in compliance with applicable standards; and to perform a variety of administrative tasks relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director Vocational Programs.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### **Essential Functions:**

1. Generate, monitor and update individual records for apprentices; complete and submit registration materials to the Admissions office.
2. Compile, compute and verify apprentice hours for documentation as specified by the State auditor.
3. Prepare and complete a variety of correspondence related to apprenticeship programs; complete the process of curriculum preparation, forms and correspondence for new apprenticeship programs.
4. Prepare class scheduling information; prepare and record deletions, changes and additions to the apprenticeship class schedule throughout the semester.
5. Act as a liaison between apprenticeship offices, apprentices and the director.
6. Complete accountability reports for appropriate college offices, departments, directors and the college and State auditor.
7. Confer with the Division of Apprenticeship Standards and the Chancellor's office regarding apprenticeship contracts, budgets, reports and curriculum.
8. Prepare apprenticeship course outlines and update existing course outlines; make schedule changes for apprentices as directed.

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9. Coordinate dates and assist in applicant testing for apprenticeship programs.
10. Submit grade rosters to program sponsors for completion and return to the Admissions office.
11. Oversee the submitting of certification completion requirements.

**Marginal Functions:**

1. Monitor college and program reports and contracts.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Rules, regulations and requirements of various apprenticeship programs.  
Principles of apprenticeship contracts.  
Principles and practices of budgeting.  
Methods and techniques of apprenticeship testing.  
Modern office procedures, methods and equipment including computers.  
Principles and procedures of financial record keeping and reporting.  
English usage, spelling, grammar and punctuation.  
Basic mathematical principles.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Coordinate apprenticeship programs with assigned sponsors.  
Complete and submit required apprenticeship paperwork.  
Ensure the college adheres to the Division of Apprenticeship Standards and Chancellor's office requirements.  
Assist in applicant testing for apprenticeship programs.  
Prepare a variety of reports, documents and spreadsheets.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible student services or program assistant experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity for operating a computer.