

PALOMAR COMMUNITY COLLEGE DISTRICT

EDUCATION CENTER 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 perform a variety of clerical functions supporting the operations of an assigned education center; to provide information to students and assist in registration procedures; and to provide assistance to education center instructors and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Supervisor Education Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform a variety of clerical functions supporting the operations of an assigned education center including typing, filing, screening phone calls and maintaining records.
2. Perform daily cashiering functions; receive fees and monies from students for registration, books, supplies and labs; reconcile cash receipts; prepare cash reports and deposits.
3. Provide assistance in student registration procedures; receive and process admissions forms including initial registration, adds/drops, audits, course repetitions, fee deferments and data changes; input information into computer; batch all admissions forms to send to main campus.
4. Respond to inquiries from students, staff and the community; interpret and explain District admissions and records policies and procedures; provide general information in person and over the phone.
5. Process enrollment verification for students obtaining financial aid, insurance, employment and deferment of loan payments; route to main campus.
6. Compile data and generate statistical reports and documents as requested by higher level education center staff.
7. Receive requests for transcripts; verify prior number of transcripts received; route requests to main campus.
8. Schedule assessment, placement, orientation and counseling appointments for students; print counselor schedules and contact students who have missed appointments.

PALOMAR COMMUNITY COLLEGE DISTRICT
Education Center Assistant (*Continued*)

9. Respond to requests from staff regarding various instructional needs.
10. Perform a variety of secretarial and clerical functions; type and proofread a wide variety of reports, letters and memoranda; receive, sort and distribute mail.

Marginal Functions:

1. Create, copy and provide memos to instructors and staff regarding changes at the education center.
2. May translate from English to a designated secondary language in the performance of assigned duties.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment including computers.
Basic operations, services and activities of an off-site education center within a community college district.

Modern secretarial and administrative support techniques.
Principles of business letter writing and basic report preparation.
Basic cash handling techniques.

Ability to:

Perform various clerical functions in support of an assigned education center.
Participate in student registration functions.
Prepare a variety of reports as requested by higher level staff.
Respond to difficult requests and inquiries from students, faculty and staff.
Interpret and explain District admissions policies and procedures.
Maintain accurate and confidential student records and reports.
Communicate clearly and concisely, both orally and in writing, in English and a designated secondary language as required by assigned position.
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.

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:

One year of general clerical experience with public contact.

Training:

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

PALOMAR COMMUNITY COLLEGE DISTRICT
Education Center Assistant (*Continued*)

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional travel between the education center and main campus; extensive contact with students and faculty; 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; extensive use of computer keyboard