

Assistant, Early College High School

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 206505

Job Series/Job Family: Workforce Education & Business Development Series / School Relations

Reports To

Executive Director, ECHS

Job Purpose

To assist in providing technical and clerical support in the administration of enrollment services for the Early College High School Program (ECHS).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Performs general clerical activities and provides support in relation to Early College High School Program services.
2. Coordinates departmental activities.
3. Performs office duties in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email.
4. Gathers and compiles data, producing specialized reports and documents. Maintains files, records, logs, and other tracking systems.
5. Performs complex computer activities including word processing, data collection, and analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites.
6. Maintains computerized student files, applications, and documentation; verifies, adds, deletes, and corrects student records.
7. Provides assistance and information to students, general public, and departments regarding program services.
8. Assists students in completing online applications and forms, and collects materials.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Records retention, preservation, and recording.
- Principals and practices pertaining to admissions procedures.
- Office management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule. May work occasional evenings and/or weekends.
- Effectively using organizational and planning skills, Compiling and organizing complex material, summarizing discussions and actions taken in report form.

- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including using tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information and database systems.

Physical Requirements

Required

- May occasionally be required to lift up to 20 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years administrative support services or related work experience

Preferred

- Work experience in a high school or community college environment and/or in analyzing and researching information.

Education

Required

- Associate's degree in related field; or educational equivalent.

Other

Required

- Reliable transportation for local area travel

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.