PALOMAR COMMUNITY COLLEGE DISTRICT

STAFF AIDE

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 administrative activities in support of an assigned vocational program; to provide information and assistance to students; and to serve as liaison between vocational program and students.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Director.

May exercise functional and technical supervision over volunteer workers on a project basis.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Perform a variety of administrative activities in support of an assigned vocational program; prepare a variety of correspondence, hand outs, letters, memos and reports for assigned area.

2. Assist in the development and preparation of various schedules; meet with higher level staff to discuss agendas and schedule meetings; create and distribute schedules.

3. Revise, update, compose and distribute applicable forms, applications, brochures and documents for assigned vocational program; receive and process applications; compile and maintain records, files and logs of important program information.

4. Coordinate and schedule various student workshops and orientations; prepare application packets; coordinate workshops and duplication of materials with other campus departments.

5. Schedule guest speakers for assigned vocational program; contact and confirm dates with speakers; ensure availability of facilities and needed equipment for speaking engagements; compose and send thank you letters.

6. Assist in the preparation, development and maintenance of the budget; create, update and maintain a variety of computerized spread sheets to track budget accounts.

7. Serve as liaison for assigned vocational program with students and the general public; respond to requests and inquiries from students regarding policies and procedures; explain program requirements.
8. Meet with registration and counseling staff to resolve enrollment or registration problems within assigned vocational area.

9. Assist in the process of changing course curriculum; discuss changes and curriculum development with faculty and advisory staff; gather data and prepare course outlines as required.

10. Establish and maintain a variety of confidential student academic files and records including completion of appropriate courses, exam results and various other information.

11. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the assigned vocational program.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Modern office procedures, methods and computer equipment.
English usage, spelling, grammar and punctuation.
Basic principles and practices of budget administration.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a variety of administrative activities in support of an assigned vocational program.
Interpret and explain assigned program policies and procedures.
Participate in budget development and administration.
Coordinate and schedule various student workshops and orientations.
Revise and update forms, applications and brochures within assigned vocational program.
Respond to difficult requests and inquiries from students, faculty, staff and the general public.
Maintain confidential student records and files.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative 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:

Three years of increasingly responsible administrative experience including complex programmatic responsibilities.

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; extensive contact with students and faculty.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.