PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Title III/STEM Assistant

Department: Mathematics and the Natural and Health Sciences (MNHS)

FLSA Status: Non-exempt

Staff Category: Classified

Salary Range: 23

Supervision Received From: Dean, Instructional, MNHS

Original Date: September, 2011

Supervision Given: N/A

Last Revision: October, 2013 (title change; was originally Title V/STEM 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.

JOB SUMMARY:

Responsible for performing a variety of complex and responsible administrative support duties in support of the Title III/Science, Technology, Engineering, and Mathematics (STEM) grant; monitoring the grant budget and associated expenditures; preparing a variety of administrative and analytical reports on program activities, including researching and compiling statistical data; and providing information and assistance to staff, students, parents, partners, and the public.

DISTINGUISHING CHARACTERISTICS:

The Title III/STEM Assistant is distinguished from other administrative support classifications by its support for the Title III/STEM grant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs a variety of secretarial support duties for the Title III/STEM grant; organizes and administers support services as appropriate.

2. Assists in the preparation, development, and maintenance of the grant budget; creates fiscal budget forecasts and generates reports based on specific criteria; monitors expenditures and researches and corrects discrepancies; posts data and maintains accurate balances; analyzes and recommends budgetary adjustments.

3. Independently researches, compiles, and analyzes a variety of information and data related to the Title III/STEM grant for a variety of internal and external reports; prepares comprehensive analytical reports, ensuring accuracy, completeness, and conformance with established policies and procedures.

4. Schedules meetings and appointments; maintains a calendar of activities, meetings and various events for program staff; coordinates activities with other District departments and outside agencies; arranges travel plans and process travel claims.

5. Composes, types, and proofreads a variety of correspondence, memoranda, and other written materials.
6. Attends meetings and serves as a meeting recorder; creates meeting agendas and agenda packets; takes and transcribes minutes.

7. Develops, updates, and maintains content for the program website; ensures the accuracy and consistency of data; validates hyperlinks.

8. Prepares and assigns account codes and processes purchase requisitions; purchases requested items and reconciles invoices to statements; processes invoices for payment.

9. Serves as a liaison between the Title III/STEM program and staff, students, parents, partners, the public, other District departments and outside agencies; respond to requests and inquiries regarding grant policies and procedures.

10. Maintains technical and administrative documents and records supporting grant activities; coordinates hiring processes for short-term and student employees, including initiating and tracking required documents and submitting them to Human Resource Services; updates and maintains a variety of confidential files and records; maintains and updates a variety of resource materials.

11. Maintains an inventory of office supplies; evaluates need for purchasing specialized equipment and supplies; obtains estimates for ordering purposes.

12. Operates a variety of office equipment including computers, copiers, and facsimile machines; utilizes applicable software applications to perform a wide variety of tasks including word processing, spreadsheet development, and data entry.

13. Participates in the development and implementation of operational, administrative, program, and various other policies and procedures.

**Marginal Functions:**

1. Oversees and assigns the work of short-term and/or student staff, including assuming training responsibilities.

2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Operations, services, activities, policies, and procedures applicable to assigned areas of responsibility.

2. Policies and procedures applicable to budget, purchasing, and financial recordkeeping.


4. Methods of data collection, research, and analysis.

5. Advanced use of word processing, spreadsheet, database, web development, and other standard office software to create documents, materials, and websites.

6. Correct English usage, including spelling, grammar, and punctuation.

7. Basic mathematical principles.

8. Practices and procedures for developing and maintaining filing systems and records.

Skill in:

1. Performing routine budget and purchasing functions, including assisting in the preparation of grant proposals, budgets, and reports.
2. Researching, compiling, analyzing, interpreting, and preparing a variety of complex administrative and analytical reports.
3. Independently preparing correspondence and memoranda.
4. Organizing, setting priorities, and taking initiative within assigned area of responsibility.
5. Operating office equipment including computers and supporting word processing, spreadsheet, database, and web development applications and integrated software systems; typing at a speed necessary for successful job performance.
6. Interpreting and applying applicable Federal, State, and local laws, codes, and regulations and administrative policies and procedures.
7. Maintaining a calendar of activities and scheduling meetings and events.
8. Responding to difficult requests and inquiries from faculty, staff, students, and the public.
10. Maintaining sensitive and confidential information.
11. Formatting, proofreading, and preparing a variety of written materials, including correspondence, reports, and web sites.
12. Communicating clearly and concisely, both orally and in writing.
13. Establishing and maintaining cooperative working relationships with those contacted in the course of work.

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:

Four years of increasingly responsible administrative support experience including complex programmatic responsibilities.

Education/Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy.
Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time; visual acuity for creating computer-generated work to read printed materials.

TERMS OF EMPLOYMENT

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.