PALO VERDE COMMUNITY COLLEGE DISTRICT

DSPS PROGRAM ASSISTANT

BASIC FUNCTION:

The Program Assistant will be working full-time for the Disabled Students Programs and Services. Under the direction of the DSPS Coordinator/Counselor, the Program Assistant, performs a wide variety of specialized and technical clerical duties independently; monitors and tracks information, including budget and expenditures; trains and provides word processing and clerical support for the Program. This position is categorical funded.

REPRESENTATIVE DUTIES:

1. Provide clerical, word processing, and other computer services for the Program Director and staff.
2. Serve as a receptionist and answer telephones, providing information and assistance to administrative, academic and support staff and the general public; respond to electronic mail as appropriate.
3. Provide accounting services and maintain the ledger on expenditures for the DSPS Program.
4. Prepare, maintain and distribute a variety of financial, statistical or narrative documents, specifications, logs, records or reports related to assignments; assure appropriate or requested action by monitoring and following up as necessary.
5. Operate a microcomputer, facsimile machine, copier, calculator and other office equipment related to assignment.
6. Utilize the computer data retrieval system for processing student data and typing all Programs letters, reports, and Program participants' rosters.
7. Schedule facilities, meetings or travel arrangements and maintain calendars; complete related reports as assigned.
8. Receive, open sort, route and distribute mail and faxes.
9. Assist the Program Director in maintaining and organizing all records and filing systems.
10. Review request information, appeal or action and determine appropriate course of action.
11. Will keep an inventory of all Program equipment; order, store and maintain office supplies; order forms and other items as required.
12. Type correspondence, requisitions, memos, forms, reports and related material independently or from rough draft, copy notes or oral instructions, formal, proofread, edit, print, duplicate and distribute as appropriate.
13. Will develop and organize a library of college catalog and information, career information, and financial assistance information as trained or instructed.
14. Train and provide work direction to student or hourly workers as assigned.
15. Will update the program's database and collect all necessary data.
16. Will assume other responsibilities, which will evolve through the implementation of the Program, and will perform duties as assigned by the Program Director.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Budget Tracking and Monitoring
Operation of microcomputer equipment and word processing, database management and spreadsheet application software
Operation of equipment, such as facsimile machine, copier and electronic telephones.
Correct English usage, spelling, grammar and vocabulary
Interpersonal Skills including tact, patient and diplomacy
Data entry techniques
Record keeping and filing methods

ABILITY TO:

Perform responsible and difficult clerical work with speed and accuracy
Learn, interpret, apply and explain rules, laws, policies and procedures and apply them with good judgment in a variety of procedural situations
Process documents accurately and in a timely manner
Maintain accurate records and database using microcomputers and peripheral equipment
Monitor complex budgets and tract expenditure
Carry out verbal and written directions independently
Establish and maintain effective and cooperatively working relationships with others
Communicate effectively with frequent interruptions and stringent timelines
Apply and explain procedures and requirements for area of assignment
Collect, compile and analyze data
Make arithmetical calculations with speed and accuracy
Operate office equipment such as microcomputer and peripherals, calculator, copier, and facsimile machine
Train and provide work direction to others
Use word processing, spreadsheet and database management computer software effectively
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy

REQUIRED QUALIFICATIONS:

1. Associate's Degree in a business related field or 3 years of increasingly responsible clerical experience in an institute of higher education.
2. Ability to type 40 wpm.
3. Ability to manipulate computers in terms of data entry, retrieval and report preparation.
4. Ability to pay close attention to detail.
5. Record-keeping techniques.
6. Proven ability to work with diverse student population.
7. Physical ability to work effectively in an environment which is typical of this position.
8. Ability to pass the Clerical Skills Tests.

PREFERRED QUALIFICATIONS

1. B.A. Degree.
2. Ability to speak, read, and write Spanish.
3. Knowledge of DSPS program.

CLASSIFICATION

Classification 6 on the Classified Salary Schedule. Bargaining unit position - regular fringe benefits as accorded per CSEA agreement. Classification categorically funded: Continuation of position depends upon continuation of adequate state funding of DSP&S.

LENGTH OF CONTRACT

12 Month Position (full-time), 40 hours per week. Evening and weekend duties may be assigned.