PROGRAM ASSISTANT I
(Career and Transfer Center)
FILING DEADLINE: February 13, 2015 by 4:00pm

POSITION DESCRIPTION
Under the direction of the Dean of Student Affairs (student success), performs a variety of specialized duties related to the office operations of the program including budgetary and record-keeping functions, outreach, arranging mentorship and internship opportunities, and communications.

REPRESENTATIVE DUTIES
- Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll, contracts, and other administrative activities, including timekeeping records
- Assists in establishing program standards and goals and in the evaluation of program results
- Effectively utilizes computer software to create, edit, compile, and translate data into reports, summaries, and graphic formats
- Collects data, reconciles discrepancies, and prepares descriptive, statistical, and evaluative reports related to assigned program areas
- Assists in the coordination and production of student events, programs, training workshops, internships, mentorships, publications, special services, and/or other related functions
- Designs questionnaires, selects samples, and conducts surveys among community populations to assess needs, interests, relevant background information, and resources for special interest programs
- Participates in the interviewing and assessment of program participants
- Participates in the design and writing of bulletins, brochures, news releases, and other materials to publicize or provide information on college programs and services
- Monitors and verifies the accuracy of budget expenditures and time records and assists in the preparation of the annual budget of assigned program
- Classifies accounting transactions and maintains, reconciles, and closes accounts associated with program budget
- Assists in the selection, orientation, and training of program staff
- Assists in the maintenance of program participants’ files and records
- Reviews and processes various forms, applications, and records for completeness, accuracy, and compliance with basic program requirements
- Prepares letters, memoranda, bulletins, tables, and other material using a variety of software applications, and proofreads same.
- Assures that clerical processes of the office are running smoothly and efficiently on a day-to-day basis, including supplies, photocopying, telephones, and emails.
- Attends meetings and takes minutes of proceedings
- Provide training and work direction to student employees
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES
- Mission, objectives, and goals of assigned program area
- Eligibility requirements of assigned program area
- Community resources, organizations, and services common to community colleges
- Basic elementary descriptive statistics
- Computer software such as word-processing, spreadsheet, database management of a specially funded program
- Clerical practices and procedures
- Capabilities and operation of standard office equipment
- Recordkeeping procedures
- Basic practices and procedures used in processing and recording of accounting information and transactions
- Letter, memorandum, and report formats
- Proper business English, spelling, punctuation, and grammatical usage
- Customer service techniques for public contact in person, on the telephone, and in written communication
- Capabilities of computer systems, software, and hardware used in assigned program.
- Analyze and prioritize workload and initiate self-directed tasks
- Understand, interpret, and apply laws, regulations, and procedures pertaining to assigned program
- Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement
- Gather and impart program related information tactfully and accurately
- Prepare clear, comprehensive, and effective reports, correspondence, publicity materials, and oral presentations
- Work effectively and cooperatively with students, staff, faculty, and the public
- Provide technical assistance to others
- Apply various accounting practices and procedures
- Perform arithmetical computations accurately
- Gather and compile statistical and financial data
- Keep information confidential
- Maintain a variety of logs, files, and records accurately
- Meet schedules and deadlines
• Critically review source data and detect and correct errors
• Learn basics of budget preparation
• Learn specialized computer applications
• Input data neatly and accurately

MINIMUM QUALIFICATIONS
Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:
• An associate's degree or its equivalent from a recognized community college with coursework in sociology, psychology, counseling, adult education, business administration, computer applications and office technology, public relations, computer science, or a related field
• Two years’ full-time paid experience related to the assigned duties of the position.

CONDITIONS OF EMPLOYMENT
Regular, full-time, 12 month per year classified position. Hours: Monday–Friday 9:00am to 6:00pm. Salary range 26 on CSEA salary schedule: $3,630 to $4,413 per month (5 Steps); District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees’ Retirement System (PERS).

APPLICATION PROCEDURE
The following items must be received by the final filing date in order to be considered in the initial screening:

1) A completed Hartnell College classified application.
2) A resume
3) A cover letter.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

SUBMIT APPLICATION MATERIALS TO:

Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu

Applications available on our website at:
http://www.hartnell.edu/employment-hartnell

Equal Opportunity Employer

Job posting dates: 1/22/15-2/13/15