

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	SCE Program Assistant / [Program]	Range: 14 (CL)	Management Schedule
Date Revised:	June 11, 2013	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a designated SCE Program Manager, this position is responsible for assisting with the organization, coordination and implementation of assigned School of Continuing Education programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists in the organization, coordination and implementation of assigned School of Continuing Education programs; assists in program improvement and development of course offerings.
2.	Assists in investigating and planning course offerings at locations throughout the District; assists in determining instructor schedules and class locations; obtains substitute instructors as needed.
3.	Assists in program improvement and development of new course offerings; prepares materials to promote programs and classes.
4.	Compiles and edits information for printing in the School of Continuing Education schedule of classes.
5.	Assists in developing and preparing the annual preliminary budget for assigned programs as directed; assists with the preparation and maintenance of detailed and comprehensive records, reports and files regarding programs, operations and activities.
6.	Assists in determining appropriate equipment and supplies for programs and services in accordance with established policies; orders equipment, materials and supplies as directed.
7.	Maintains communication with District and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
8.	Assists with planning and organization of appropriate staff development programs and activities for faculty and staff; assists with orientation for new employees.
9.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and School of Continuing Education personnel.
10.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

In addition to the essential functions, the SCE Program Assistant may assist in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The SCE Program Assistant maintains frequent contact with School of Continuing Education and District administration, faculty, staff and students.

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a Bachelor's degree from a regionally accredited institution.

Desirable Qualifications

Experience with educational program development and coordination, preferably in noncredit and community education;

Experience with community agencies, businesses and facilities that serve the School of Continuing Education program student populations;

Management experience in postsecondary education.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software, spreadsheets and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to create, develop and distribute marketing materials to promote programs and courses

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.
