



### **Job Classification Description**

**SENIOR STAFF ASSISTANT-EDUCATION/CSC  
VSCSF BARGAINING UNIT**

**GRADE 10  
NON-EXEMPT**

### **BASIC FUNCTION**

To coordinate and carry out a variety of key administrative support functions of the education department and be the “go to” person for questions, concerns, and issues raised by instructors, administrators, and students.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions.
- Assist in design, implementation and maintenance of departmental filing, recordkeeping and reporting systems, including computer applications, with an emphasis on converting paper files to electronic files.
- Coordinate, initiate, prepare, process and/or monitor a variety of forms, records, schedules, reports and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/College personnel, students, parents, and/or individuals outside of the College.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, instructional materials, and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Serve as liaison with students, faculty, staff, parents, alumni, vendors, and/or other key internal and/or external department constituency: present information on department programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Perform other specialized/technical tasks related to assigned functions.
- Assist with regular secretarial duties for senior department staff or administrators: answer phones and carry out standard reception tasks; prepare correspondence, reports, etc.; order office supplies; maintain appointment calendars; screen and distribute mail; photocopy; set up meetings; and the like.
- Plan, organize, and manage visits from various elementary schools.
- Coordinate the administration of the Praxis and ACT Tests – including facility coordination, accountability of testing materials, training and oversight of staff administering the tests and final distribution of completed tests.
- Oversee Taskstream software to include report development, account creation and maintenance, and use support.
- Assist the Placement Coordinator with student placements.

- Oversee the Education website ensuring accuracy and relevancy of content.
- Perform general/supportive secretarial duties for the department's Director and Assistant Director.
- Perform other duties as assigned.

### **SUPERVISION RECEIVED**

General supervision is received from the Director of Education.

### **MINIMUM QUALIFICATIONS**

Associates degree, plus three to four years of relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical and office management knowledge and skills.
- Good planning, organizational, administrative, and analytical skills to ensure multiple deadlines are met.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including experience with computerized information systems.
- Thorough understanding of basic bookkeeping/accounting principles.
- Ability to deal effectively with a broad range of individuals and groups within and outside the college.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

July 2013