Job Title: Instructional Office Assistant
Grade: H
Department: Engineering Technologies
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Performs a variety of duties in support of instruction programs, learning initiatives and operations of the Engineering Technologies Division. General clerical tasks, making reports, monitoring budgets, generating contract, assisting with projects, gathering data and information, and interacting with faculty, students and industry.

Characteristic Duties and Responsibilities:
1. Provides detailed information to current students and prospective students regarding department's instruction programs and policies; responds to faculty and student inquiries by phone or in person.
2. May assist faculty with acquiring and assembling class materials, and equipment; may assist with coordination of new faculty orientation.
3. May process course forms and information; may enter course and faculty information into computer system.
4. May type and proofread a variety of instruction material including correspondence, reports, and exams; may gather, summarize, analyze and assist in preparing comprehensive reports for learning outcome and instruction program evaluation.
5. May assist in preparing teaching contracts for part-time faculty; may monitor class load to ensure contract compliance; may inform Director of any discrepancies.
6. May monitor budget of various academic units; may inform Director and/or Program Developer regarding budget status; may initiate budget transfers; may assist in compiling information for department's budget request.
7. May review requisitions content and conformance to current instruction and college policy; may make preliminary determination of compliance and refers to Director.
8. May monitor activity of the department to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
9. May perform various administrative tasks including maintaining calendar, scheduling appointments, making travel arrangements and preparing authorization for reimbursement, and arranging meetings for Director, Program Developer and/or faculty.
10. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to Director.
Direction Given: Responsible for directing and monitoring the work of student and/or temporary workers.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

January 2008
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Minimum Requirements:
Requires a high school diploma or GED; completion of a minimum of at least one (1) course beyond high school related to office or administrative support skills (may include computer or office technology skills); and one (1) year of full-time experience (or the equivalent in part-time) experience in an office environment working in an administrative support position

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of standard office procedures and equipment
Knowledge of computer and Microsoft Office applications
Writing and proofreading skills
Strong computer skills
Good communications skills and ability to multi-task
Ability to work with the public and individuals from diverse backgrounds

Working Conditions:
Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse