

Position:	Workforce Development Assistant - Temporary	Position Control:	
Department:	Instruction-CTE	Position Class:	
Gives Direction:	--	Unit:	N/A
Direct Supervisor:	Career Development Counselor	Salary Range:	13
Next Level Supervisor:	Director of CTE	Hours per week:	19 (Part-time)
Educ. Admin.:	Superintendent/President	Months per year:	12
Date Established:		FLSA Status:	Non-Exempt

**DEFINITION**

Under general supervision, provide specialized Workforce Development/CTE related secretarial and clerical support; provide direct customer service to students, administrators, faculty, staff, industry and the public. Perform other duties as assigned.

**REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Conduct targeted marketing regarding Workforce Development/CTE student placement opportunities in person as well as using email and social media.

Record keeping responsibilities including preparing/completing Internship, Work Experience, and Work-Based Learning documents; verifies enrollment, advises students concerning eligibility, interprets requirement procedures and other related issues.

Maintain current knowledge of programs regarding changes in eligibility requirements, application procedures, and other topics, attend meetings, workshops and conference.

Coordinate Career Center communication and activities, including Club Connect and High School Transitions.

Prepare and maintains variety of records, files, and reports related to students and career activities.

Operate a variety of office equipment.

Use of Banner, Cognos, SARS, Degree Works, Excel, Laserfich, Campus Quad, EMSI, ETO, etc.

Assist in planning, organization, developing, and coordinating meetings and social functions.

Record and manage student files, eligibility, evaluations, placement follow-up.

Provide general information on Workforce Development/CTE related programs to new students and assist with the application, orientation, assessment, and registration process.

Distribute and collect placement evaluations.

Create and distribute program flyers and bulletins.

Collect and input data, run reports.

Receive and relay telephone calls as directed and schedule appointments, as needed.

Make referrals to on campus and off campus resources.

Provide general clerical related support to Workforce Development/CTE.

Other duties, as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

Education: Associates degree or equivalent.

Experience: Two (2) years of increasingly responsible clerical experience, in a Career Technical Education setting, which includes assisting the public and utilizing computer skills in word processing, spreadsheet, desktop publishing and database areas. Knowledge of office methods, operation of standard office machines, good English usage and correct telephone techniques. Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students; and of staff and students with physical and learning disabilities.

### **Desirable Qualifications**

Banner experience.

Clerical experience in an educational setting.

Bilingual in Spanish.

### **Personal**

Ability to independently plan and organize diverse work assignments.

Ability to establish and maintain cooperative working relationships with those contacted in the performance of duties.

Carry out oral and written directions.

Communicate effectively orally and in writing.

Detail oriented.

Be a team player in a busy educational environment with an emphasis on student success and public service.

Customer service oriented.

Flexible in assuming other assignments as the need arises.

## **Knowledge of**

Career Technical Education and/or Workforce Development.  
Effective methods of working with the public.  
Effective written and oral skills.  
General office processes and procedures such as filing and record keeping.  
Computer applications such as Word, Excel, e-mail and internet browsers.  
Basic filing methods.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Data entry and record keeping methods.

## **Ability to**

Maintain records and reports in a neat and accurate manner.  
Learn West Kern Community College personnel, benefit, and payroll policies and procedures.  
Communicate effectively orally and in writing, manage time sensitive tasks and maintain confidentiality.  
Understand and work within the scope of authority.  
Work independently as assigned.  
Organize and maintain documents and records for current and historical purposes.  
Operate a calculator, computer and related office equipment.  
Meet schedules and time lines.  
Plan and organize work.  
To enter and retrieve data accurately and in a timely manner.  
Interpret and apply applicable rules and regulations.  
Carry out oral and written directions.  
Sit for extended periods of time.

## **WORKING CONDITIONS**

Assignments are typically 19 hours per week and/or up to 195 days per year. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings. Typical required hours fall between 8am-5pm, however, some evening, early morning, and weekend hours may be required based on weekly activities/need.

## **Physical Requirements:**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

**SUPERVISION**

Direct supervision is received from the Career Development Counselor and/or Director of CTE. May take work directions from CTE related faculty members on projects as assigned or may also give work direction on projects as assigned.

**PAY RANGE**

Range 13 on the Classified Employees Salary Schedule/Non-Exempt.

Board of Trustees Approval/Revision Date: