

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Mo. Grant Funded	Title	Educational Opportunity Center and Talent Search Office Assistant
Revised: 9/28/15	Department	Educational Opportunity Center and Talent Search
Level: Staff, Range 3	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	EOC and TS Assistant Directors

POSITION SUMMARY

Provide all clerical and secretarial support for the Educational Opportunity Center (90%) and Talent Search (10%) projects, working closely with the Assistant Director(s) to carry out services necessary to reach program objectives.

MAJOR FUNCTIONS

1. Coordinates the day-to-day tasks for the Educational Opportunity Center, plus serves as support for the Educational Opportunity Center offices in both Webb City and Cassville.
2. Answer telephone, program e-mails (Talent Search and Educational Opportunity Center), Webpage (Educational Opportunity Center), and directs requests and/or responds accordingly.
3. Calendars appointments and events for the Educational Opportunity Center Assistant Director and Advisors.
4. Types a variety of documents, composes correspondence, drafts and proofreads all programmatic correspondence, including but not limited to: forms, letters to program participants (Talent Search and Educational Opportunity Center), etc.
5. Purchases necessary supplies for Talent Search and Educational Opportunity Center programs.
6. Assists and sets up events for both Talent Search and Educational Opportunity Center, including but not limited to: set up and snacks. Talent Search has approximately 10 events each year and Educational Opportunity Center has approximately 15 per year. This includes working closely with Crowder College Facilities Services to schedule classrooms and needs/requests for Talent Search Summer Camp Program.
7. Records, tracks and maintains all Educational Opportunity Center participants including follow up survey.
8. Creates and mails Educational Opportunity Center newsletter, quarterly.
9. Types and/or photocopies all necessary materials for Talent Search and Educational Opportunity program folders.
10. Assists with transporting Talent Search Summer Camp participants.
11. Assists in data collection, reporting and maintaining all student (Talent Search) and participant (Educational Opportunity Center) records as required for program participation.
12. Develop protocol for various office activities.

13. Works closely with Assistant Directors and Academic Advisors (Talent Search and Educational Opportunity Center) and completes the Annual Report timely.
14. Assists Educational Opportunity Center participants with completing and submitting FAFSA when EOC advisors are not available.
15. During the month of March is responsible for seeing that all FAFSA Workshop materials are complete and transports said materials which include, but are not limited to, paperwork, table, folders, and other workshop materials.
16. Perform other job-related tasks as required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma or equivalent.
2. Minimum of one (1) year full-time related work experience.
3. Well developed spelling, grammar, and proofreading skills.
4. Knowledge of general office procedures and filing systems.
5. Ability to perform multiple tasks and remain calm during frequent interruptions.
6. Ability to establish and maintain positive working relationships with other employees, students, and public school administration and the public.
7. Ability to maintain a high level of confidentiality.
8. Willingness to be flexible in hours worked and coordinate work with others.
9. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to operate a personal computer within the Crowder College Network Environment.
 - Ability to use E-mail.
 - Ability to perform advanced word processing using MS Word.
 - Ability to perform basic spreadsheet functions using MS Excel.
 - Ability to perform basic database functions using MS Access.
 - Ability to perform basic desktop functions using MS Publisher.
 - Ability to perform basic functions in regard to MS Outlook.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
2. See above Information Technology Abilities.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also outdoors part of the time (even in inclement weather) engaging in physical activities such as walking (sometimes long distances), hiking, etc., when helping with FAFSA workshops and student activities.
2. Hours vary to accommodate weekend, evening, and summer project activities as needed.

3. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office work involving sitting much of the time but will involve mobility within the office, campus, and various other sites.
2. Chaperoning activities may include outdoor activities (even in inclement weather) such as walking long distances, hiking and other physical activities.
3. May require lifting up to 50 pounds occasionally.
4. Input and access information using computers.
5. Ability to concentrate on assigned tasks and pay close attention to detail.
6. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Ability to read English in order to proofread and perform grammatical and spelling edits.