

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Mo. Grant Funded	Title	Talent Search Office Assistant
Revised: 3/26/2018	Department	Talent Search
Level: Staff, Range 4	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	TS Program Director

POSITION SUMMARY

Provide all clerical and secretarial support for the Talent Search projects, working closely with the Program Director to carry out services necessary to reach program objectives.

MAJOR FUNCTIONS

1. Answers telephone, program e-mails, assists with webpage and direct requests and/or responds accordingly.
2. Composes a variety of professional documents, correspondence, and drafts. Proofreads, with a high level of proficiency, all programmatic correspondence, including but not limited to: forms, letters to program participants, etc.
3. Procures bids for purchases and travel using specific procedures set by PD.
4. Assists and sets up events for Talent Search, including but not limited to: set up, food, greeting, supervision, etc. Talent Search has approximately 10 events each year. This includes working closely with Crowder College Facilities Services to schedule classrooms and needs/requests for Talent Search, being present at events and organizing clean up and return of program materials to office.
5. Assists with transporting and supervising participants to field trips, cultural visits and summer activities.
6. Assists in data collection, reporting and maintaining database and all participant records as required for program participation.
7. Develops protocol for various office activities when needed.
8. Works closely with Program Director and Advisors to complete the Annual Report in an accurate and timely manner.
9. Perform other job-related tasks as required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma or Equivalent required, Associate's Degree preferred.
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, and troubleshoot for missing information.
6. Ability to establish and maintain positive working relationships with other employees, students, school administration and the public.
7. Ability to work self-sufficiently with a high degree accuracy and the ability to discern times when PD should be consulted.
8. Ability to maintain a high level of confidentiality.
9. Willingness to be flexible in hours worked and coordinate work with others.

10. 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, Excel, Access, Publisher, and Outlook.
- Ability to develop advanced spreadsheet design using Excel and/or Access.
- Ability to quickly learn and master database system, Student Access, for student records.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
2. Troubleshoot and solve common problems with office equipment.
3. See above Information Technology Abilities.

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 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, including non-routine problem solving and referral to appropriate personnel.
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 document information for PD and communicate vital program information on a consistent basis.
5. Ability to read English in order to proofread and perform grammatical and spelling edits.