

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

STAFF ASSISTANT/ATHLETICS (Merritt College)

(SEIU Local 1021 Salary Range 055)

Job Code: 550

CLASS PURPOSE

Under the general supervision of the Dean of Liberal Arts and Social Sciences, performs clerical, technical, and administrative support for the Athletics program.

WORK SCHEDULE

This is a part-time position with a work schedule of 20 hours per week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs a wide range of clerical, technical, personnel and budgetary control duties related to the operations of the Athletics program/department.
- Prepares all student personnel action requests and changes of assignment; computes and enters all faculty assignments and changes in the district's online system.
- Assists in the implementation, maintenance and tracking of the Athletics program/department budgets; monitors budget expenditures; initiates budget transfers, adjustments, requisitions, and warehouse supply orders.
- Operates computers to create spreadsheets and a database for all faculty assignments.
- Prepares reports for the district, local, state, and federal agencies, as required, and may serve as a liaison between the administrator and the State Chancellor's Office, District Administration, and campus officials.
- Reviews and codes hourly classified employee timesheets and monitor maximum allowable time worked.
- Research data and calculates contract and hourly academic assignments.

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- Contacts vendors, obtain vendor application information and submits to District for processing.
- Creates computer-based files that permit the management of data, production of technical reports, and maintenance of records. Establishes and maintains complex inter-related filing systems.
- Coordinates the department's document submission process, including recording intake information, providing students information on the process steps, providing form(s) and instructions on completion of forms; maintains student-athlete files and supports compliance with CCCAA requirements.
- Recommends updates, changes or other work methods to improve workflow efficiency and quality of services to students.
- Provides information in person or by telephone, where judgment, common knowledge and interpretation of polies, procedures and regulations are necessary.
- Assists the Athletic Director in responding to inquiries and requests for information from students, faculty, staff and outside institutions related to CCCAA tracer forms and eligibility requirements.
- Greets visitors to the department, answers telephone; assists students, faculty, staff or the public, providing information or assistance as required; receives student complaints including recording intake information, providing students information on the process steps, provides forms(s) and instructions on completion of forms.
- Receives, opens, and distributes the mail; refers matters to the Athletics program and Athletic Director in order of priority; establishes and maintains a complex interrelated filing system and responds to inquiries for information about the college and its programs.
- Schedules meetings and conferences, set up appointments, and provide information relevant to the Athletic Director's office.
- May take minutes and transcribe meeting minutes.
- Assists the Athletic Director with various annual events and ceremonies.
- May train/supervise student employees.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience in general office work, or an equivalent combination of training and qualifying experience, which demonstrates the knowledge and ability to perform the duties of the position.
2. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets and database management software programs (e.g., MS Office Suite - Word, Excel, Access and PowerPoint), the Internet browser and e-mail.
3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Ability to independently set up, monitor, and track budgets and prepare reports.
- Ability to organize and work independently.

KNOWLEDGE OF:

- Concepts, techniques, procedures, and other guidelines applicable to the designated area of specialization.
- Administrative and office procedures and practices.
- Basic research and analytical methods.
- Proper and correct English usage, grammar, and punctuation.
- Modern office equipment, including familiarity with data entry and retrieval using computer terminals.

ABILITY TO:

- Perform a variety of difficult technical and clerical work related to the designated area of specialization.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Analyze situations and make decisions in procedural matters without immediate supervision.
- Speak and write effectively.
- Type with speed and accuracy (45 wpm).
- Learn rapidly a variety of rules and procedures relating to the assigned area of

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responsibility.

- Train clerical personnel; train and supervise clerical and student personnel.
- Prepare and maintain accurate and complete records and reports.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with other people.

MENTAL REQUIREMENTS

- Flexibility or ability to respond to multiple demands.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Computers and standard office machines and equipment.
- Multi-line telephones.
- Department specific equipment.