

STAFF RESOURCES CENTER ASSISTANT

DEFINITION

Under general supervision of assigned manager/supervisor, operates and maintains the Staff Resources Center.

TYPICAL DUTIES

Organize lectures, workshops, seminars, special events and conferences; assist with large and small group orientations to the Center; operate, maintain and instruct staff in the use of Center equipment. Meet and interview clients receiving services from or providing services to the Center; provide appropriate services or referrals to Center clients; conduct follow-up with clients. Prepare and update lists of information, resources and services available; create web-based flyers, brochures, newsletters and post to web server; maintain bulletin boards, display racks and other visual displays. Track staff usage of the Center; collect, tabulate and summarize data and information; implement the evaluation process for activities and services; develop applicable reports related to the Center; maintain accurate records of budget expenditures. Prepare correspondence, memoranda, reports and other materials; develop and maintain records and forms used in the operation of the Center. Order, review, catalog, inventory and maintain materials relating to instructional improvement and professional development for the Center. Meet with the advisory committee and keep minutes. Oversee temporary employees. Perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience directly related to the duties of the position. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Associate's degree or 60 semester units (90 quarter units) from an accredited college or university. One additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF

Issues relating to instructional improvement and professional development; effective marketing and publicity techniques; basic research procedures; computer applications, including word processing, spreadsheets, databases, desktop publishing and web-based software; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar; letter and report writing; recordkeeping; basic arithmetic.

SKILL IN

Communicating effectively with others orally and in writing as indicated by the needs of the audience; managing one's own time and the time of others; effective customer service; finding information and identifying essential information.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; meet schedules and timelines; plan, direct, and perform operational functions of the Center; work under pressure and put ideas into action; plan and organize events and activities; write and produce publicity materials; maintain inventories of resources and materials; maintain accurate and complete records; collect, tabulate and summarize data in written form; and prepare reports; understand and carry out oral and written directions; oversee the work of other employees.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.