

## PROGRAM ASSISTANT

### JOB SUMMARY

Under general supervision of a Professional Specialist II or other supervisory officer, is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; does related work as required.

### EXAMPLES OF WORK

Applies principles, federal and/or state laws and regulations in the course of official duties.

Consults with the supervisor on a regular basis concerning progress on assignments and to resolve problems.

Establishes liaison and coordinates activities with other staff or organizations that relate to impact on assigned responsibilities.

May assign and supervise the work of part-time and/or student workers as required.

Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

The following is representative of specific duties which may be assigned to this level. This list is not inclusive.

Provides access to, develops, and/or supervises appropriate training programs for students, staff and others

Guides and instructs students and staff in the proper and safe use of equipment supervised.

Sets up and maintains equipment; performs experiments and demonstrations.

Insures that facilities and equipment supervised are properly prepared, safe and secure.

Schedules the use of facilities and/or equipment.

Develops informative materials and publication.

Attends and participates in meetings and/or college events related to assigned responsibilities.

### REQUIREMENTS

#### Education

Graduation from an accredited college with a Bachelor's degree or an Associate's degree with two years experience or the equivalent as determined by the appointing authority.

Experience

Applicants who do not possess the required education may substitute required experience on a year-for-year basis (30 credit hours is considered one year of college.)

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of the principles and techniques essential to performance of assigned responsibilities.

Ability to acquire basic knowledge of college policies and procedures.

Ability to understand, analyze, interpret and apply established law, regulations, policies, procedures, precedents and guidelines.

Ability to advise and counsel students and others concerned with college programs, activities and services.

Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on assigned responsibilities.

Ability to review applications and make recommendations concerning eligibility.

Ability to develop informative materials for publication.

Ability to assign and supervise the work of other employees.

Ability to represent the college by participating in or speaking at conferences, meetings, seminars, etc.

Ability to prepare clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Ability to prepare correspondence.

Ability to maintain essential records and files.