

PERALTA COMMUNITY COLLEGE DISTRICT - December, 2000

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/STUDENT SERVICES
(SEIU Local 1021 Salary Range 55)
Job Code: 550**

CLASS PURPOSE

Under the general supervision of the Dean of Academic and Student Affairs, the Staff Assistant is responsible for all administrative tasks associated with administering the Veterans Affairs Program, and performs a variety of complex tasks in the preparation and maintenance of administrative support services operations. Some work may be in support to the Counseling department.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/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 of 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.

- Evaluates and processes Veterans Affairs documents for the certification of Veterans and verifies current enrollment and eligibility of veterans for benefits
- Prepares written and oral reports to the Department of Veterans Affairs to meet District/State/Federal requirements
- Maintains a working knowledge of Federal and State regulations pertaining to the provision of support services to Veterans Affairs students
- Gives consultation and direction to counselors on VA guidelines and regulations
- Develops and updates the Veterans Affairs Student Handbook
- Develops and updates the Veterans Affairs Counseling Guidelines for all college counselors
- Maintains accurate and accessible files on Veterans Affairs students
- Develops and maintains database of statistics for the Veterans Affairs Program and Counseling Department for research, evaluation and report writing purposes
- Develops, monitors and maintains Veterans Affairs Program and Counseling Department operational budgets, including Personnel Action Forms, requisitions, supply invoices etc.
- Works independently to provide technical and clerical support for the Counseling Department
- Develops and maintains counselor schedule of appointments

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- Maintains accurate and accessible files on equipment and supplies for the Counseling Department
- Develops and recommends any modification to improve department performance, efficiency and effectiveness
- Assists in the hiring, training and supervision of temporary staff and students who perform clerical/receptionist duties for the Counseling Department
- Works closely with the Peralta Community College District, the College and District Admissions and Records Offices, Office of Instruction, Assessment Center, DSP&S, CALWorks, EOPS, the Department of Veterans Affairs and the Bureau for Private Postsecondary and Vocational Education (State Chancellor's Office)
- Operates modern office equipment, i.e. personal computer, CRT, printer, fax machines, multi-line telephone and Xerox copier
- Performs other related duties as required.

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 and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, 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, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Some experience and benefits of veterans' educational benefits.
- 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:

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- 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 responsibility
- 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 people

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

- Standard Office Equipment.

Revised: N/A