

Job Description

Position Title	Community Education Assistant		
Building	Panther Field House	Department	Community Education
Hours	25 per week	Supervisor	Community Education Director
Band and Grade	B-22	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under supervision, performs routine administrative support duties such as performing data entry for mailing lists and registration information, typing correspondence, assisting in program registration, and answering routine questions.
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Essential Duties	
1	Types various memos, letters, and forms such as correspondence, program lists and schedules, and monthly meeting agenda and minutes.
2	Performs registration duties for classes and memberships; files and maintains registration and membership records; collects fees; issues receipts or refunds; and deposits funds with the business office.
3	Performs data entry into automated programs including information such as mailing lists, enrollment and registration/membership information, and instructor information. Maintains data bases and spreadsheets in order to generate lists, reports, schedules, and other documentation for reporting or other purposes and reviews for accuracy.
4	Answers phones and provides information regarding classes, activities, and programs.
5	Performs various office and Field House duties including sorting mail, making photocopies and maintaining files.
6	Manages work flow at the Field House/Community Education front desk.
7	Processes accounts payable and accounts receivable; Community Education and Field House payroll; forwards timesheets and invoices to business office.
8	Assists in preparing program catalog including collecting information, editing, and desktop publishing, coordinating with printer, mailing and maintaining mailing lists.
9	Supervises programs and facility on a flexible schedule as assigned by the director.
10	Performs light cleaning, organization, and maintenance at times as necessary.
11	Responsible for keeping his or her portion of the website updated.
12	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of secretarial experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Requires proficiency in computer skills.
Knowledge Required	<ul style="list-style-type: none"> • Knowledge of community education and the Panther Field House. • Knowledge of community resources. • Knowledge of office principles and procedures. • Knowledge of filing procedures and file maintenance. • Knowledge of internet and internet-based software. • Knowledge of business English, punctuation, grammar, and spelling. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment.
Skills Required	<ul style="list-style-type: none"> • Skill in applying office principles and procedures. • Proficient skill in using computers, the internet, desktop publishing, and related software applications. • Skill in using general office equipment. • Skill in communication, listening, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>