

South Central Career Center
Project Pathways

TITLE: ADMINISTRATIVE ASSISTANT FOR OUTREACH,
PLACEMENT, AND FINANCIAL AID

QUALIFICATIONS:

1. Knowledge of computer usage and modern office practices
2. Effective communication techniques and procedures
3. Establish cooperative relationships in a calm and tactful manner
4. Effectively carry out directions

REPORTS TO: Coordinator of Outreach and Placement, Project Director

JOB GOAL: Perform all duties necessary to the proper order of the office and within the scope of Project Pathways.

PERFORMANCE RESPONSIBILITIES:

Outreach and Placement

1. Assist Project Director and Coordinator of Outreach and Placement in coordinating events for Project Pathways
2. Assist Coordinator of Outreach and Placement in completion of annual follow-up activities
3. Assist in the development of publications for Project Pathways
4. Travel to Project Pathways activities to assist Coordinator
5. Assist in workshops and presentations as directed by the Coordinator

Financial Aid

6. Assist in the development of easy to understand financial literacy publications
7. Ensure open communication channels for financial aid contact
8. Assist in conducting FAFSA workshops with mobile lab
9. Assist financial aid staff in providing accurate information to students and community members
10. Assist financial aid staff as directed by the Coordinator of Outreach and Placement or Project Director
11. Maintain up-to-date knowledge of financial aid policies and procedures

Other

12. Perform other duties as assigned by the Coordinator of Outreach and Placement or Project Director
13. Assist Coordinator and Project Director in all paperwork necessary for the continuity of Project Pathways.

TERMS OF EMPLOYMENT:

Salary and work year will be established by the Board of Education. This program and/or position is funded by a grant. Continuity of employment may be wholly or partially based on funding renewal.

EVALUATION:

Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(Administrative Assistant for Outreach and Placement)

Signed:_____ Date:_____
(Project Director)