STATE CENTER COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES ASSISTANT

DEFINITION

Under direction performs highly complex and responsible secretarial work, performs logistical work for the International Education program and relieves a district official of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District’s employer-employee relations, making this position “Confidential”. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proofreading, checking, and recording information on records from general instructions. Schedules meetings, takes minutes of meetings, prepares and maintains files on international educational programs, district master plan, matriculation, and vocational education. Composes correspondence and regularly serves as liaison with other offices. Manages files, maintains computer records, and responds to requests about International Education programs. Complies information, prints records, and updates computer programs which provide data on vocational students. Prepares data and reports connected to the collective bargaining process. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable secretarial experience for a senior level administrator.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take dictation at 100 wpm. Skill to employ mathematical techniques. Knowledge of educational programs and their terminology, district salary and benefit structure, budget and personnel procedures. Skill to use computer software programs to prepare reports. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.