

**College of the Siskiyous
Job Description**

Job Title Program Assistant, Nursing **FLSA:** Non-Exempt
Group: Classified **Salary Class:** D **Salary Schedule:** Classified

Job Summary

Under general direction, performs a wide variety of specialized program support services to assist students. Performs other duties directly related to this job description.

Class Characteristics

Perform specific office duties and develop knowledge of specialized procedures and requirements associated with the nursing programs. Work with major college programs in the accomplishment of required duties. Receive limited supervision within a broad framework of standard policies and procedures.

Essential Duties and Responsibilities include the following:

Serve as the program contact person by coordinating intake and eligibility determine process for students; maintain and process records, confidential files, and reports; maintain database of applicants; prepare, copy and mail applications; receive application paperwork.

Assist with preparation of applications and grants.

Coordinate plan, schedule and perform a wide variety of clerical and typing work related to assigned specialized functions.

Maintain confidential files; create and develop applications, procedures and service forms.

Receive, prepare, with appropriate account number and information, and distribute purchase request, payment vouchers and travel requests and reimbursement claims and route to the next person.

Compose original letters and prepare correspondence as needed; make meeting arrangements; answer phone; maintain files and distribute mail.

Prepare quarterly expenditure reports; monitor budget; assist with final year-end-reports.

Operate various office machines and equipment, including computers; oversee and train student assistants in the accomplishment of required duties.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Perform other related duties.

Employment Standards:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to the completion of approximately one to two years of college level course work and one to two years of increasingly responsible office experience.

Knowledge: Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing; computers, word processing, database, and spread sheet software..

Ability: Ability to understand and independently carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; learn and successfully apply office policies, procedures, rules and regulations; perform arithmetical calculations with speed and accuracy; type accurately; operate modern office technological equipment; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; frequent standing or walking, stooping or crawling; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California Driver's License and evidence of automobile insurance, based on DMV regulations, may be requested.