

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Program Assistant, SAP, School Services	Location: Main Office	Date: January 2018
Reporting Relationship(s): Position reports to the Director, School Services		FLSA Classification: Non-Exempt

General Summary

This individual provides administrative support services for the Student Assistance Program.

Duties and Responsibilities

- Assist director with the implementation and execution of student assistance program
- Coordinate the collection and compilation of program data
- Assist the Coordinator in the completion of the quarterly, 6 months and year-end reports
- Assist Coordinator in maintaining license and registration related to the full compliance
- Assist with the development, implementation, and execution of special projects and events
- Provide clerical support and assistance to all staff involved in the Student Assistance Program
- Prepare correspondence, data, and other information as requested
- Maintain records and filing, mailing, and database systems for the Student Assistance Program
- Make purchases and maintain records of all sustainable merchandise purchased by labeling and inventorying it with the assistance of the coordinator
- Create Student Assistance Program newsletter
- Creates Awareness Activity toolkits and attends Awareness events as needed
- Assist with compiling prospective employee resumes and sending decline letters.
- Perform other related duties as assigned

Education Requirements

Business-related associate's degree preferred, or comparable training and experience

Previous Experience Requirement

3-5 years of work experience in related field

Position Description

Knowledge and Skills Needed to Perform Effectively in this Position

Extensive software skills in word processing, data entry, and spreadsheet. Skills in internet use and research. Strong verbal and written communication, interpersonal and telephone skills. Ability to establish priorities and work independently.

Additional Requirements

- Effective written and oral communications skills
- Ability to handle multiple priorities and meet deadlines
- Excellent people skills
- Must be able to maintain confidentiality
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- The position will require long hours sitting and using office equipment and computers.
- This position involves extensive walking and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.