

Range	25
Hours/Day	3, 4.5, 5, 8
Hours/Week	10, 18, 20, 40
Months/Year	9.5, 12

SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT

JOB TITLE: Extended Education Secretary

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of clerical, secretarial, record keeping, and other office support tasks involved in the processing, maintenance, and coordination of an Extended Education site and related program activities, operations, and requirements. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may direct and oversee the work of students or other part-time help. This job class exercises responsibility for coordination the registration of students in Extended Education programs to include fee collection activities and provides logistical assistance to students and instructors participating in Extended Education programs. This job class functions at a journey level of classification and requires the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Provides a wide variety of clerical, secretarial, and office functions in support of Extended Education program activities and operations to include typing, filing, record keeping, and the processing of required forms and documents.
- Registers students for Extended Education programs in conjunction with established Admissions and Records Office procedures and requirements.
- Collect and accounts for registration and materials fees.
- Assists the Admissions and Records Office in records collection and distribution activities as requested.
- Maintains records of monies as directed by the office of Business Services and makes regular bank deposits.
- Distributes, collects, tallies, and forwards student and community surveys of curriculum needs to the Extended Education Office in cooperation with the Director of Extended Education Site.
- Arranges for and attends meetings and take minutes as required.
- Provides secretarial and clerical support related to special programs such as the Alternate Learning Systems, High School Subjects lab, Senior Programs, Community Services Programs, and other designated areas.
- Assists the Director of Extended Education Site with an effective publicity program for Extended Education programs and related activities.

- Maintains a list of substitute instructors in cooperation with the Extended Education Office and Director of Extended Education Site and provide for substitute instructor assignments as the need arises.
- Assists the Director of Extended Education Site in maintaining a liaison with high school and property managers/coordinators whenever Shasta College is utilizing their facilities, and coordinates activities between Centers whenever needed.
- Provides instructors with logistical services in cooperation with the high school's designated contact person.
- Assists with facility problems and supply needs; provides instructors with typing and duplicating services; and coordinates audio-visual equipment and its usage.
- In cooperation with Extended Education Office and Director of Extended Education Site, facilitate ancillary on-campus agencies such as: Media Center, Library, Student Personnel Services, Counseling Center, Business Service, Bookstore, Transportation Department, Division Directors, Work Experience, and Veterans Office.
- Assists in developing calendar schedules and coordinating staff to meet institutional/program deadlines.
- Assists the Director of Extended Education Site on matters relating to Shasta College's Extended Education programs.
- Compiles class enrollment lists and contact students whenever possible when class are cancelled.
- Notifies custodian of class changes.
- Supervises work activities of part-time clerical or student assistant(s).
- Prepares communications or handouts for instructors and students on rules and policies of Shasta College.
- Assists the Director of Extended Education Site in assigning rooms and filing of necessary facility use forms with schools and other agencies as necessary; notifies Extended Education Office of any changes, deletions, or additions.
- Compiles various information and prepares a variety of reports related to assigned Extended Education functions.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper office methods, techniques, and procedures including receptionist and telephone techniques, report writing and filing systems
- Proper Business English including grammar, punctuation, spelling, and vocabulary

Ability to:

- Learn the operations, procedures, policies, and requirements of assigned program(s) and apply them with good judgment in a variety of procedural situations
- Take non verbatim notes-minutes
- Perform a variety of secretarial/clerical with speed and accuracy
- Understand and carry out a variety of oral and written instructions independently
- Perform arithmetical calculations accurately
- Establish and maintain a variety of records and prepare routine reports
- Prioritize work load or tasks to meet established deadlines
- Type accurately at 50 words per minute
- Operate a variety of standard office equipment such as calculator, typewriter, copier, computer terminal, printer
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Associate of Arts Degree or equivalent is preferred. Responsible secretarial experience may be substituted on a year-to-year basis.
- At least two years of responsible secretarial experience is preferred. College training in secretarial subjects may be substituted on a year-to-year basis.