



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Extended Education Technician	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	29	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Dean of Extended Education or Designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position is to perform complex and highly responsible secretarial duties as well as minor distance learning technology duties in support of the day-to-day operations, programs, and procedures of the Extended Education campuses. The incumbent organizes and coordinates the work flow and office support functions of the Extended Education department. The incumbent relieves the assigned administrator of routine administrative details on the main campus that do not require his/her immediate attention, including the coordination and interaction with other campus divisions and departments. Employees in this classification receive limited supervision and may direct, oversee, and review the work of student assistants. This job class performs complex and highly responsible secretarial and office support functions requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information from and through the Extended Education campuses and off-campus instructional sites. The incumbent monitors Extended Education technology operations. This job class requires extensive student, public, staff and organizational contact. Positions assigned to this class may be designated as confidential as defined by District policy.

TYPICAL DUTIES

Essential Functions:

- Coordinate, schedule workshops, seminars, meetings, and classroom usage via Extended Education delivery methods.
- Coordinate and execute the interdepartmental mail, textbook delivery, Student Assistance Programs asset delivery, and any other item transport among the Shasta College Extended Education Campuses.
- Maintain master lists such as instructor contacts, etc.
- Create and maintain summary spreadsheets for Extended Education courses. Create Extended Education technology classroom charts and calendars for all campuses.
- Aide faculty with clerical assistance such as delivering daily class materials, collecting tests, etc.
- Maintain accurate and detailed calendar of events and departmental task lists.

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- Coordinate equipment and supplies inventory for all sites. Order and request supplies as needed. Distribute to sites. Serve as the central supply center for all of Extended Education.
- Provide a high level of customer service, training, correspondence, communication, and information to faculty, staff, students, and the communities Shasta College serves.
- Coordinate the Extended Education syllabi approval process. Communicate and coordinate with other site staff and faculty in obtaining, reviewing, and sending final versions to the Dean for approval.
- Coordinate print orders for all Extended Education courses. Track, collect, and distribute print orders. Maintain electronic copies in the Extended Education departmental drive.
- Coordinate Extended Education Timecards: send reminders to all campuses, collect from all campuses, check each for accuracy, scan and send to the business office, and arrange for proper authorizations.
- Perform departmental operational functions such as mileage reimbursements, purchase requisitions, and personnel authorizations as directed.
- Perform minor troubleshooting for Extended Education technical issues, such as power cycling, checking connections, etc. Escalate technical issues to IT when warranted.
- Conduct Extended Education technology introductions to students and faculty. Use modern technology methods to conduct trainings and introductions. Input data into schedule management systems.
- Post absence notices, notify Extended Education Redding students of cancelled classes, notify other campuses when an Extended Education course cancels that originates from the Redding campus.

Marginal Functions:

- Maintain Extended Education faculty mailboxes.
- Serve on committees as assigned.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Proper office methods and procedures, including filing systems, business correspondence, word processing, report writing, and receptionist techniques.
- Basic accounting principles and requirements.
- Business English including grammar, punctuation, vocabulary, and spelling.
- Office organization and management tools.
- Office and distance education software, or ability to learn.
- Distance Education technologies is preferred.
- Higher education practices is preferred.

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Ability to:

- Multi-task while providing a high level of customer service.
- Manage large, complex projects that require coordination with both local and distant staff, faculty, and students.
- Learn the operations, procedures, policies, and requirements and terminology of assigned program, department, or operational unit and apply them with good judgment in a variety of procedural situations.
- Learn, interpret, and successfully apply District rules, procedures, and policies with good judgment while independently carrying out a variety of technical procedures.
- Prioritize and appropriately schedule work load or tasks to meet established time lines.
- Prioritize and coordinate work flow between Extended Education campuses.
- Operate distance education related equipment and technologies.
- Learn and research new distance education technologies.
- Effectively and tactfully communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and carry out a variety of oral and written instructions independently.
- Accurately type at a rate required for successful job performance.
- Accurately perform mathematical calculations.
- Establish and maintain a variety of records and filing systems to include accounting records.
- Independently compose and type correspondence and reports.
- Compile and maintain the security of confidential information.
- Operate a variety of standard office equipment.

QUALIFICATIONS*Experience Required:*

- Two years of increasingly responsible secretarial or technical experience, or the equivalent in related experience.
- Customer service experience.

Education Preferred:

- Associate in Arts degree or equivalent in training, education, and experience.
- Associate of Arts degree in Computer Science, Office Administration, or a related field is preferred.

Other Required or Preferred Qualifications:

- Strong technology and computer skills.
- Two years of experience working at a community college or a higher education institution is preferred.
- Experience in learning new systems and researching new technologies is preferred.
- Familiarity with distance education methods and technology is preferred.

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- Experience working with faculty is preferred.

APPROVALS

Date Created/Revised: 11-23-15

Cabinet Reviewed: 01-12-16

Board Approved: 01-20-16

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)