

ADMINISTRATIVE ASSISTANT, GUIDANCE, PALESTINE

GENERAL STATEMENT:

Assist the counseling center in the attainment of the educational objectives of the institution.

REPORTS TO:

Counselor/Assistant to Provost, Palestine Campus

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Three (3) years recent office experience.

OTHER:

Computer skills.

DUTIES AND RESPONSIBILITIES:

- Assist the counselor or financial aid officer in all areas of College operation including scheduling appointments, typing, computer operations, communications, and correspondence with students.
- Assist in registration.
- Assist with Quick-THEA and THEA testing on the Palestine Campus.
- Answer incoming telephone calls. Provide answers to questions regarding all aspects of College procedures: registration, financial aid, class withdrawal, and admission as well as community service questions.
- Order office supplies for counseling center. Maintain office machinery.
- Supervise workstudy students in file room and counseling center. Maintain and update any and all information in files.
- Coordinate registration for cosmetology.
- Cooperate with local businesses in placement of students in the work force.
- Distribute all forms related to financial aid.
- Assist students with Federal financial aid forms and related required documentation.
- Inform students of regulations concerning all financial aid, including admission requirements, dropping courses, failing courses, class attendance, withdrawing from school, and transferring financial aid.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

ADMINISTRATIVE ASSISTANT, GUIDANCE, PALESTINE

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised 5/15/12

JD238