

ADMINISTRATIVE ASSISTANT/TEACHERS' AIDE, COSMETOLOGY DEPT.

GENERAL STATEMENT:

Serves as secretary and teachers' aide for cosmetology instructors.

REPORTS TO:

Instructor of Cosmetology

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

**LICENSE OR
CERTIFICATION:**

Cosmetology License., One (1) year experience preferred.

EXPERIENCE:

Skill in communication, typing, bookkeeping and general office skills; Student instruction in theory and technical skills.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Maintain Texas Cosmetology Commission State Board (T.C.C.) documentation of time sheets and student records.
- Perform general office duties, such as typing, filing, making copies, and answering telephones.
- Duplicate student handouts.
- Check mail daily.
- Assist in daily check of incoming funds and make deposit.
- Assist in registering new students with regard to registration forms.
- Help with inventory control and ordering.
- Prepare first-day handouts.
- See that all expenditures, travel requests, etc., and outgoing information be sent through the proper channels.
- Keep student absentees current.
- Help to oversee patron scheduling.
- Help to oversee student duties, desk, and dispensary scheduling.
- Update and keep records of all students.
- Turn in end-of-semester work as needed to registrar's office.
- Turn in certification sheets of all graduates to registrar's office.
- Keep data sheets on all graduate students.
- Post all practical applications for each student at end of each month.
- Mail all exam applications or student drops to T.C.C.
- Keep records of concurrent high school students.
- Send six-weeks report to high school students to school counselors.
- Help with patrons on lab floor.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

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: 09/29/95

Revised: 08/25/2011

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