

**ADMINISTRATIVE ASSISTANT/TEACHERS' AIDE, COSMETOLOGY DEPT.**

**GENERAL STATEMENT:**

Provide administrative assistance for cosmetology instructors and students.

**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:**

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

**OTHER:**

None

**DUTIES AND RESPONSIBILITIES:**

- Maintain Texas Department of Licensing and Regulations (TDLR) 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, including assistance with registration forms.
- Assist with inventory control and ordering.
- Prepare first-day handouts.
- Ensure that all expenditures, travel requests, etc., and outgoing information be sent through the proper channels.
- Keep student absentee records current.
- Oversee patron scheduling.
- Oversee student duties, desk, and dispensary scheduling.
- Update and keep records of all students, including data sheets for all program graduates.
- Post all practical applications for each student at end of each month.
- Submit all exam applications or student drops to TDLR
- Keep records of concurrent high school students, if applicable
- Assist with patrons on lab floor.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

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

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*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: 04/04/2018*

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