

DUAL CREDIT PART-TIME ASSISTANT

GENERAL STATEMENT:

Provide routine support to the Director of Dual Credit by providing administrative support.

REPORTS TO:

Director of Dual Credit

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Nonexempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High School diploma or GED required; Associates Degree preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Two years' experience in office administration required.

OTHER:

Proficient skills in Microsoft Office Suite and Adobe computer programs. Professional office skills including but not limited to organizational skills, good public relations and communication skills, time-management skills, and people skills. The ability to multi-task in a fast-paced environment and the ability to operate all office equipment. Must be flexible in time management, workload, and be able to quickly adjust priorities as the need arises.

DUTIES AND RESPONSIBILITIES:

- Assist in record keeping, files and filing systems.
- Monitors and answers telephone calls.
- Provide face-to-face, phone, and online live chat support for dual credit students, parents, and high schools.
- Assist with ordering supplies and materials.
- Assist in the dual credit marketing tasks.
- Open, sort and route incoming and outgoing mail.
- Assist in preparation of memos, mailings, spreadsheets, and reports.
- Maintain updated ISD and high school staff contact lists.
- Assist with dual credit registration activities.
- Assist TVCC satellite campuses with TVCC dual credit information, as necessary.
- Assist in the maintenance of the dual credit website and dual credit handbooks.
- Assist embedded dual credit faculty with syllabus development, TVCC submission deadlines, and maintenance of current teacher edition textbooks.
- Assist with the development of embedded course schedules.
- Collaborates with Director of Dual Credit to develop and implement long-range plans and strategies for the TVCC Department of Dual Credit.
- This job description shall include, but is not necessarily limited to the above duties. This position may temporarily perform other duties as assigned to maintain operations and services as assigned by appropriate supervisory personnel.

DUAL CREDIT PART-TIME ASSISTANT

- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office 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

Approved: 09/6/2017

Revised:

JD730