

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Administrative Assistant II, Marina Education Center

**Dept/Program:** MPC Education Center at Marina

**Submitted by:** Pat Xavier

**PT/FTE:** Part Time

**New or Replacement:** New

**Service Category:** 4A plus night stipend

**Salary/Benefit Costs:** \$12,736/\$605

**Total Costs:** \$13,341

**Funding Source:** Education Center at Marina budget (General Fund). The funding for this position was made available with the funds budgeted for temporary evening assistance in the Education Center budget.

**Are there Salary Savings:** No

### **Description of duties and responsibilities:**

Perform complex office assistance, and administrative detail work for assigned area/supervisor.

Process administrative details not requiring the immediate attention of the supervisor which may include, but are not limited to: organizing/maintaining calendars, and opening and routing mail.

Maintain a thorough working knowledge of the assigned department.

Provide information regarding the department's policies and procedures for instructors, classified and management staff, students and the community.

Analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise.

Compose, prepare and distribute a variety of both paper and electronic documents including email, contracts, letters, on-line forms, statistical reports, resolutions, manuals, final reports and purchase requisitions.

Prepare bulk mailings for flyers, brochures and other materials for projects in assigned area.

Build and maintain budget/special accounts spreadsheet and database programs as necessary.

Set up/maintain files on projects of assigned area; coordinate and monitor special projects, assignments and activities which may include but are not limited to: course certifications, rosters for course completions, course announcements, time cards, time reports.

Check reports, records, and other materials for accuracy, completeness and conformity with established standards.

Greet and assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Coordinate preparation of in-service training, workshops, training seminars, and other meetings as needed in assigned area.

Create /maintain databases and/or spreadsheets of information required by department which may include but are not limited to tracking time cards and time reports, student matters/activities.

**Special Considerations:**

**Does Position act as an entry point for the college? Should it be bilingual?**

Yes, this position acts as an entry point for the college and is the sole staff member at the Education Center during the evening and summer. Demographic studies on the target population in the north end of MPC's service area (Marina and Seaside) indicate that 48% are of Hispanic origin. There is a need for staff who oversees the student intake to be fluent in both English and Spanish to facilitate the registration and enrollment processes, as well as provide general college information.

**What would happen if this position weren't approved?**

Without this position, the college will be unable to fulfill its mission to serve the educational needs of our community in the north end of our service area.