

Job Specification Information

Title: Special Program Assistant

Department: New Student Experiences and Student Engagement

Date: 2023

REPORTS TO: Special Programs Advisor

PURPOSE: The Special Program Assistant (SPA) supports in the planning and execution of special program initiatives. SPA performs a full range of multi-functional clerical duties. Each SPA is responsible for attending meetings, contributing to and implementing programs. Special Program Assistants may be tasked with the responsibility of coordinating monthly retention-based programs as approved by the Special Program Advisors. These programs will be geared towards each student. Each SPA reports directly to the Special Program Advisor.

DUTIES & RESPONSIBILITIES:

- Attend training sessions and in-service meetings.
- Attend all special program related initiatives.
- Assist in coordination of assessments and wrap-up of the special program related initiatives. Commit to all virtual/social media guidelines outlined. Fulfill other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of computer systems and Microsoft Office Applications
- Must possess excellent organizational, project management, communication and interpersonal skills
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast paced environment. Must be able to relate to a diverse body of students, faculty and employers. Ability to work independently; self-directed

MINIMUM TRAINING & EXPERIENCE:

- Experience in a college/university setting or office environment.
- Comprehensive knowledge of MS Office software.
- Excellent communication and writing skills.

CONDITIONS OF EMPLOYMENT:

- Office environment, some physical lifting, bending, pulling, standing on step-stools, walking throughout the campus will be required.
- Evening hours are available for special events and extended hours.