





**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Dean of Vocational Instruction <u>Workforce</u>	FLSA: Exempt GRADE: D – 15 NBAPOSN: DEA006
LOCATION: Wharton or Richmond Campus	EFFECTIVE DATE: September 1, 2007 REVISION DATE: March 8-2021 <u>October 11, 2023</u>
REPORTS TO: Vice President of Instruction (VPI)	

PURPOSE AND SCOPE:

The Dean of ~~Vocational Instruction~~Workforce is responsible for planning, developing, coordinating, operating, and assessing effectiveness of ~~vocational-workforce~~ programs (continuing education, vocational, avocational, and customized corporate) reporting to the Vice President of Instruction (VPI) of Wharton County Junior College (WCJC). These initiatives are conducted in response to community and student needs and reflect changes in the workforce and community demographics. The Dean oversees certain these educationalworkforce programs to ensure they are in compliance with state and regional accreditation and certification standards and meet any State and/or Federal agency guidelines. The Dean of ~~Vocational Instruction~~Workforce is a member of the President's Cabinet, the Extended Cabinet, and various instructional committees.

ESSENTIAL JOB FUNCTIONS:

1. The Dean of Workforce (DW) maintains current knowledge of service area workforce needs; establishes and maintains partnerships with businesses, industries, organizations, and other entities to develop, support, and market a variety of training opportunities to meet business and industry needs in the College's service area.
2. The Dean of Vocational Instruction (DWVI) designs, develops, markets (including publications), implements, and evaluates continuing education programs and makes recommendations to the VPI on program viability and equipment and facility needs.
- ~~1. provides leadership for planning, developing, evaluating, and improving vocational credit and noncredit programs; evaluates and makes recommendations to the VPI on program viability.~~
- 2-3. The DWVI formulates long- and short-term ~~student success~~ goals and objectives for ~~vocational-workforce~~ programs and; ensures these goals and objectives support WCJC Strategic Plan.; ~~helps vocational programs budget necessary resources, evaluates results to ensure effective student learning, and ensures annual/long-term assessment reporting is completed.~~

- ~~3.4.~~ The ~~DW~~VI ensures ~~vocational-workforce~~ programs comply with appropriate accrediting, licensing, and regulatory agencies, including but not limited to the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Council on Accreditation (SACSCOC).
- ~~5.~~ ~~The DW ensures customer satisfaction in noncredit and certain credit workforce programs and courses; provides student and faculty support for classes, workshops, and special training events. The DVI maintains current knowledge of service area workforce needs and assists with programming and training to meet business and industry needs~~
- ~~4.~~
- ~~5.6.~~ The ~~DVI~~DW supports faculty and staff professional development and maintains currency in the field of ~~vocational-workforce~~ education.
- ~~7.~~ This position assists the VPI in securing grants and other private, state, and federal support for the economic expansion throughout the service area as it relates to ~~continuing education and workforce programs.~~
- ~~6.~~ This position actively participates on numerous councils and committees throughout the college and community.
- ~~7.8.~~ The Dean is responsible for reviewing and proposing revisions to College policies and procedures, the college catalog, and other ~~instructional-workforce~~-related materials.
- ~~8.9.~~ This position meets all deadlines, including (but not limited to) reports, annual objectives, and budgets for continuing education (vocational and avocational) and workforce programs. This position meets periodically with all vocational program administrators to foster communication and cooperation among vocational program directors/coordinators, including Vocational Support Services and Continuing Education; develops strategies for student recruitment; and develops strategies to recruit and retain qualified full-time and part-time faculty.
- ~~9.~~ This position coordinates, in conjunction with Division Chairs and Department Heads, class schedules, teaching assignments and space allocation for maximum utilization of faculty and facilities for vocational educational programs at all instructional sites.
10. This position performs other duties as assigned by the VPI.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a ~~b~~Master's-achelor's degree from any regionally accredited institution. A minimum of three (3) years supervision as a ~~vocational-workforce~~ program administrator in higher education and ~~two (2) years of teaching experience at the high school or college level~~ is required. Incumbent must have extensive knowledge of budgeting, planning, and monitoring ~~instructional-workforce~~ programs and knowledge of ~~grant application and administration, theory of leadership alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.~~ This position requires a comprehensive knowledge of ~~educational-workforce~~ curriculum and program development and ~~knowledge of current educational theories and practices.~~ This position requires excellent management skills, professional demeanor, excellent communication skills (written and oral), exceptional organizational skills, –advanced ability to utilize computer technology to access data,

maintain records, and prepare reports, and the ability to multi-task. An ability to present ideas, facts, opinions, perceptions, and information in a written form accurately, thoroughly, and in a manner easily understood by the intended audience and the ability to work effectively with a diverse and multi-cultural student body and staff is required. This position requires knowledge of techniques for identifying problems and determining the most appropriate course of action for their resolution.

SUPERVISION OF OTHERS:

The Dean of Vocational Instruction Workforce works with the VPI to coordinate supervision of veational-workforce programs/divisions, Continuing Education Department, and Vocational Support Services (Perkins-workforce-related grants) and provides upper-level managerial leadership to all faculty and staff in the-certain veational-workforce areas.

SUPERVISION AND DIRECTION RECEIVED:

The Dean of Vocational Instruction Workforce is responsible and accountable to the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

The Dean of Vocational Instruction Workforce has external contacts with the Board of Trustees, community and local and state agencies.

The Dean of Vocational Instruction Workforce has internal contacts with administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. This incumbent in this position must demonstrate commitment to achieving the college goals and mission. Work in this position requires characteristics supported by collaborative work efforts with diverse external and internal constituencies in a collegial atmosphere. Oral and written communication skills to support effective interaction with various levels of contacts, including college administrators, faculty, staff, students, community members, and business and industry representatives is required. The

incumbent must have the ability to work on effectively collegial teams and have the ability to make formal presentation to individuals and groups of various sizes. The incumbent must be detail oriented, have the ability to be thorough in gathering and organizing factual information, and have the ability to follow an activity, project, or plan of action from its inception through implementation and to work effectively without undue instruction/supervision. This position requires the ability to work on a number of projects simultaneously and prioritize workloads, the ability to make independent judgments and meet deadlines for assigned reports and projects, and the ability to organize, schedule, delegate, coordinate, and monitor staff. The incumbent must have the ability to perform effectively in critical interpersonal situations, the ability to handle emergency situations as they arise in the instructional area, the ability to read and interpret departmental policies, procedures and instructions, and the ability to listen actively and demonstrate understanding of supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer is also required.

WORKING CONDITIONS:

Work performed by the Dean of ~~Vocational Instruction~~Workforce is primarily located in a climate-controlled office environment with computers with minimal exposure to safety hazards. Travel and use of a personal vehicle is required. Job duties require little physical effort with only light lifting. There may be exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: ~~March 8, 2021~~October 11, 2023

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Continuing Education Corporate Coordinator	FLSA: Exempt GRADE: AA-1 NBAPOSN: CRD016
LOCATION: Richmond Campus <u>or Bay</u> <u>City Campus</u>	EFFECTIVE DATE: March 21, 2013 REVISION DATE: September-October <u>115, 2023</u>
REPORTS TO: Director of Continuing Education <u>Dean of Workforce</u>	

PURPOSE AND SCOPE:

The Continuing Education (CE) Corporate Coordinator position is responsible for collaborating with businesses, industries, and other agencies to determine workforce needs and assist with development of a plan for training opportunities. This position seeks opportunities to partner with business and industry as related to the CE Department, oversees the application and implementation process of Skill Development Fund and other grants, and ensures compliance with state regulations.

ESSENTIAL JOB FUNCTIONS:

1. This position meets with Business, Industry, Economic Development Corporations, Texas Workforce Commission, and other agencies to determine workforce training needs.
2. This position is responsible for developing a partnership between the Wharton County Junior College (WCJC) CE Department and workforce entities to seek corporate training opportunities, develop a plan for action, and execute training plans.
3. This position coordinates grant applications with other WCJC departments, effectively utilizes college resources, and promotes internal and external communication related to grant applications.
4. This position works to facilitate the successful implementation of all CE workforce training projects.
5. This position is responsible for the coordination and delivery of workforce training to regional businesses for the initial and recurring training required for potential, newly hired and other incumbent employees. This is accomplished through:
 - a. Contract Training
 - b. Workshops
 - c. Seminars
 - d. Boot Camps
 - e. Other training methodologies

6. This position is responsible for completing other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a bachelor's degree in Business, Education or a related field and two (2) years current related work experience. This position requires excellent oral and written communication skills, and experience in grant application or management. Position requires superior customer service skills, the ability to plan, prioritize, and coordinate multiple projects, and the ability to communicate collaboratively and work effectively with individuals from diverse trades. This position requires research techniques to gather, analyze, and summarize information for the development of successful workforce training projects. The position requires the ability to work independently under pressure, meet deadlines and ensure customer satisfaction. The position requires experience with word processing, desktop publishing, spreadsheets, databases, and online research resources. Proficiency in Microsoft Office and related computer software is required. A criminal background check is also required.

SUPERVISION OF OTHERS:

The CE Corporate Coordinator assists with the supervision of part time support staff and grant-related instructors/staff.

SUPERVISION AND DIRECTION RECEIVED:

The CE Corporate Coordinator is responsible and accountable to the Director of CE/Dean of Workforce for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Equipment used by the CE Corporate Coordinator will be personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of the CE Corporate Coordinator are with faculty, staff, and administration.

External contacts of the CE Corporate Coordinator are with, business and industry leaders, local and economic development teams, and state funding agencies.

COMPLEXITY/EFFORT:

The CE Corporate Coordinator position involves the ability to work with minimal supervision and maintain confidential information. Work requires characteristics

supported by collaborative work efforts with external and internal customers in a collegial atmosphere, must be detail-oriented, have excellent communications skills, interpersonal skills, ability to work on collegial teams, work on a number of projects simultaneously, and prioritize workloads. The position requires the ability to read and interpret departmental policies, procedures and instructions, and the ability to hear and understand customer inquiries and oral instructions from supervisor. The position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer. The CE Corporate Coordinator must demonstrate commitment to the mission of a comprehensive community college.

WORKING CONDITIONS:

Work performed by the CE Corporate Coordinator is primarily in a climate-controlled office environment with computers. There is some exposure to natural atmospheric conditions such as dirt and dust, etc., which is standard in an office environment. There is minimal exposure to safety hazards. Frequent interaction with administrators, faculty, staff, and the general public is required. The position requires travel and use of a personal vehicle and a flexible work schedule, including some evenings and weekends. In addition, office assignment/location and hours are subject to change at any time during employment with WCJC to meet department/division needs to ensure student success at the College. Job duties require little physical effort with light lifting as typically found in an office environment.

LAST MODIFIED: ~~September~~ October 11⁵, 2023

Employee's Signature Date

Supervisor's Signature Date



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Continuing Education Corporate Coordinator	FLSA: Exempt GRADE: AA-1 NBAPOSN: CRD016
LOCATION: Richmond Campus <u>or Bay</u> <u>City Campus</u>	EFFECTIVE DATE: March 21, 2013 REVISION DATE: September-October <u>115, 2023</u>
REPORTS TO: Director of Continuing Education <u>Dean of Workforce</u>	

PURPOSE AND SCOPE:

The Continuing Education (CE) Corporate Coordinator position is responsible for collaborating with businesses, industries, and other agencies to determine workforce needs and assist with development of a plan for training opportunities. This position seeks opportunities to partner with business and industry as related to the CE Department, oversees the application and implementation process of Skill Development Fund and other grants, and ensures compliance with state regulations.

ESSENTIAL JOB FUNCTIONS:

1. This position meets with Business, Industry, Economic Development Corporations, Texas Workforce Commission, and other agencies to determine workforce training needs.
2. This position is responsible for developing a partnership between the Wharton County Junior College (WCJC) CE Department and workforce entities to seek corporate training opportunities, develop a plan for action, and execute training plans.
3. This position coordinates grant applications with other WCJC departments, effectively utilizes college resources, and promotes internal and external communication related to grant applications.
4. This position works to facilitate the successful implementation of all CE workforce training projects.
5. This position is responsible for the coordination and delivery of workforce training to regional businesses for the initial and recurring training required for potential, newly hired and other incumbent employees. This is accomplished through:
 - a. Contract Training
 - b. Workshops
 - c. Seminars
 - d. Boot Camps
 - e. Other training methodologies

6. This position is responsible for completing other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a bachelor's degree in Business, Education or a related field and two (2) years current related work experience. This position requires excellent oral and written communication skills, and experience in grant application or management. Position requires superior customer service skills, the ability to plan, prioritize, and coordinate multiple projects, and the ability to communicate collaboratively and work effectively with individuals from diverse trades. This position requires research techniques to gather, analyze, and summarize information for the development of successful workforce training projects. The position requires the ability to work independently under pressure, meet deadlines and ensure customer satisfaction. The position requires experience with word processing, desktop publishing, spreadsheets, databases, and online research resources. Proficiency in Microsoft Office and related computer software is required. A criminal background check is also required.

SUPERVISION OF OTHERS:

The CE Corporate Coordinator assists with the supervision of part time support staff and grant-related instructors/staff.

SUPERVISION AND DIRECTION RECEIVED:

The CE Corporate Coordinator is responsible and accountable to the Director of CE Dean of Workforce for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Equipment used by the CE Corporate Coordinator will be personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of the CE Corporate Coordinator are with faculty, staff, and administration.

External contacts of the CE Corporate Coordinator are with, business and industry leaders, local and economic development teams, and state funding agencies.

COMPLEXITY/EFFORT:

The CE Corporate Coordinator position involves the ability to work with minimal supervision and maintain confidential information. Work requires characteristics

supported by collaborative work efforts with external and internal customers in a collegial atmosphere, must be detail-oriented, have excellent communications skills, interpersonal skills, ability to work on collegial teams, work on a number of projects simultaneously, and prioritize workloads. The position requires the ability to read and interpret departmental policies, procedures and instructions, and the ability to hear and understand customer inquiries and oral instructions from supervisor. The position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer. The CE Corporate Coordinator must demonstrate commitment to the mission of a comprehensive community college.

WORKING CONDITIONS:

Work performed by the CE Corporate Coordinator is primarily in a climate-controlled office environment with computers. There is some exposure to natural atmospheric conditions such as dirt and dust, etc., which is standard in an office environment. There is minimal exposure to safety hazards. Frequent interaction with administrators, faculty, staff, and the general public is required. The position requires travel and use of a personal vehicle and a flexible work schedule, including some evenings and weekends. In addition, office assignment/location and hours are subject to change at any time during employment with WCJC to meet department/division needs to ensure student success at the College. Job duties require little physical effort with light lifting as typically found in an office environment.

LAST MODIFIED: ~~September~~ October 11, 2023

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Administrative Assistant and Records Specialist to the Dean of Vocational Instruction <u>Workforce</u>	FLSA: Non-Exempt GRADE: P - 11
LOCATION: Wharton <u>Richmond</u> Campus	NBAPOSN: AD5001
	EFFECTIVE DATE: May 5, 2008
	REVISION DATE: December 3, 2018 <u>October 11-2023</u>
REPORTS TO: Dean of Vocational Instruction <u>Workforce</u> (DWVI)	

PURPOSE AND SCOPE:

~~This position, under limited supervision and with general instruction, The Administrative Assistant to the Dean of Workforce (DW) performs complex secretarial and administrative functions to assist related duties for the Dean of Vocational Instruction (DVI) in carrying out his/her duties. Work is generally varied and administrative or project oriented, and may require the ability to train or lead others. Duties require considerable coordination and follow-through with much attention to detail. This position is distinguished from other secretarial positions by the knowledge nature and complexity of the tasks and responsibilities requiring extensive records management skills and familiarity with college policies and procedures, as well as familiarity with state and regional standards and policies functions needed to support the Dean.~~

ESSENTIAL JOB FUNCTIONS:

1. This position develops and/or maintains a database of ~~vocational-workforce~~ program data, accreditation data, feasibility studies and reports, program development research, meeting and events planning, meeting minutes, requisitions, ~~division department~~ budget records, faculty records, program-specific grant proposals and survey analysis reports.
2. This position is responsible for developing a system of tracking ~~vocational-workforce~~ program compliance with college, state, and national regulations and policies and external agencies' accreditation and licensure requirements, ~~including the input of program changes and downloads of Texas Higher Education Coordinating Board (THECB) manuals (Workforce Education Course Manual WECM, Guidelines for Instructional Programs in Workforce Education GIPWE).~~
3. This position updates annually the portions of the college catalog ~~tied to from each vocation~~the workforce ~~l~~-areas (Continuing Education, vocational, avocational, certain credit programs). The updated ~~vocational-workforce~~ portions of the catalog are

provided to the Vice President of Instruction's (VPI) Office for inclusion in the final catalog according to deadlines established by the VPI office.

~~4. This position compiles overload lists for the vocational area and submits to the VPI Office for inclusion in the final overload list for Board of Trustees approval each semester, maintains files of current faculty and office hours, assists in preparing student evaluation packets for all vocational areas of the college.~~

5.4. This position assists with research pertaining to workforce needs as related to voeational-workforce program development or revision and compiles data for analysis and creates spreadsheets and reports.

6.5. This position assists with research and facilitates marketing activities to promote voeational-workforce programs and ensures voeational-workforce program information and publications are updated to reflect current information.

7.6. This position is responsible for providing confidential administrative support to the DDeanVI and maintaining all records with the appropriate designated security level as stated within college regulations and related privacy acts.

8.7. This position performs administrative and secretarial duties for the DeanDVI relating to communications, schedules, and records maintenance.

~~9. This position serves as a liaison on behalf of the DVI to all internal departments and external contacts.~~

10.8. This position coordinates meetings and/or travel for the DeanDVI with administrative departments, committees, conventions, seminars, workshops, state, and national accrediting boards.

11.9. This position works with the administrative assistant to the VPI to coordinate procedures, activities, and projects.

12.10. This position is responsible for the submission of accurate program-workforce data to local workforce boards.

13.11. This position performs other duties as assigned by the DeanDVI.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an associate degree, or 60 college credit hours and two years of comparable or related work experience, ~~or the equivalent of six years related work experience~~. Exceptional customer service skills and interpersonal skills, proficiency with Microsoft Office, and ability to learn new computer programs quickly is required. Excellent written and verbal communication skills, strong organizational skills, and initiative towards completion of assignments required. Sound research skills with ability to independently analyze data and compile information in appropriate format required. Ability to work independently, maintain confidentiality, and perform multiple concurrent tasks with frequent interruptions required. Professional working relationship with college personnel, general public, and state and national agencies required. A criminal background check is required.

SUPERVISION OF OTHERS:

The Administrative Assistant ~~and Records Specialist~~ to the DeanVI does not have any supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Administrative Assistant ~~and Records Specialist~~ to the ~~Dean VI~~ is responsible and accountable to the ~~Dean VI~~ for fulfilling the objectives, standards and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a PC workstation running in a Microsoft Windows environment, printer, photocopier, transcriber, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

This position has external contacts with the community and local and state agencies.

This position has internal contacts with college administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This position requires accuracy, ability to provide quick turnaround of tasks, work under pressure, handle multiple tasks simultaneously, work independently, maintain confidential information, and be a team player. The position requires interpretation and application of administrative and departmental policies, regulations, and rules, the understanding and following of complex oral and written instructions, the use of independent judgment, and independent composition of correspondence. Relationships with college personnel, accrediting agencies, and the general public require the incumbent to maintain a high degree of professionalism. Work requires collaboration, collegiality, and commitment to the mission of the College. This position requires the ability to handle office emergency situations and work requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment shared with other with computers with minimal exposure to safety hazards. Infrequent travel and occasional use of personal vehicle may be required. Job duties require little physical effort with light lifting required for filing and shredding with exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: ~~December 3, 2018~~October 24, 2023

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Continuing Education Vice President of Instruction Program Secretary	FLSA: Non-Exempt GRADE: O – 9
	NBAPOSN: SC3004
LOCATION: Fort Bend Technical Center Wharton Campus	EFFECTIVE DATE: July 14, 2011
	REVISION DATE: June 24, 2013 <u>October 24, 2023</u>
REPORTS TO: Director of Continuing Education <u>Vice President of Instruction</u>	

PURPOSE AND SCOPE:

The ~~Continuing Education Program~~ Vice President of Instruction (VPI) Secretary performs complex secretarial functions to assist the VPI in carrying out the duties of the Office of the VPI. This position assists the Administrative Assistant to the VPI with ~~maintains the Continuing Education Program's records in a manner that facilitates program management and decision making by the Continuing Education Department.~~ The ~~Continuing Education Program Secretary~~ will provide clerical and administrative support ~~for~~ to the ~~Continuing Education Department VPI Office~~ VPI Office for all campuses ~~and assist in the maintenance of the department's student records.~~

ESSENTIAL JOB FUNCTIONS:

- ~~The Continuing Education Program Secretary~~ This position performs routine general responsibilities of a secretary including answering the telephone, maintaining the appointment calendar, typing, developing spreadsheets, photocopying, distributing mail, faxing, and maintaining an inventory of supplies and equipment for the Continuing Education Department
- This position provides confidential clerical support to the VPI on sensitive issues related to the VPI's area.
- ~~2.3. serves as primary contact for students, visitors, and faculty for the Continuing Education Department.~~ This position uses professional customer service skills with all community, student, and ~~Continuing Education~~ college employees, answers questions and dispenses information on behalf of the VPI Office. ~~partner's calls and inquiries that do not require the Director of Continuing Education's expertise, and appropriately forwards all others.~~
- ~~The Continuing Education Program Secretary~~ is position supports the Administrative Assistant to the VPI to maintain a current and accurate College catalog; prepare

~~overloads; verify accuracy of documents submitted to the VPI Office; maintain current handbooks, procedures, administrative master syllabi, and other relevant documents necessary for the daily operations of the VPI Office.~~

~~_prepares departmental purchase order requisitions, check requests, travel requests, and maintains department business records according to Wharton County Junior College (WCJC) policy and regulations. Department business records include, but are not limited to, clients, personnel, and financial records.~~

~~4. This position will keep the Continuing Education Operation Manual and Youth Activities Manuals current.~~

~~5. This position assists the Director of Continuing Education in compiling, maintaining, and reconciling departmental reports.~~

~~6-5. The Continuing Education Program Secretary~~This position assists in the maintenance of the VPI area Continuing Education web pages and Facebook~~nd marketing materials information~~ in accordance with WCJC policy. ~~Continuing Education web page and Facebook page information includes, but is not limited to, class schedules, course and program offerings, current postings, and Continuing Education social media outlets.~~

~~7. This position assists in updating, duplicating, and distributing appropriately to staff both operational and educational materials, forms, and reports.~~

~~8. This position is responsible for setting up and maintaining all class offers in the Banner database ensuring to meet all the aspects of state reporting data needed. This will include all class registrations from the public schedule, corporate classes, conferences, grants, Kids' College, and ed2go enrichment and the online Career Training Programs.~~

~~9. The Continuing Education Program Secretary will generate all qualifying employee timesheets in the database for approval.~~

~~10. This position prepares the Kids' College catalog and schedule for the Marketing Department.~~

~~11.6. This position executes other duties or tasks as assigned by the Director of Continuing Education~~VPI.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a High School diploma or equivalent and two (2) years of current office work experience. Computer proficiency in Microsoft Office is required. Superior verbal and written communication skills with the ability to prepare data based written reports is required. This position requires excellent organizational and clerical skills. The person in this position must be detail oriented, be proficient in spelling, punctuation, and grammar, and be able to work independently. This position requires the ability to prioritize, manage, and complete tasks assigned by the ~~Director of Continuing Education~~VPI. This position must be able to provide continuous, courteous, customer service to students, staff, administration, and ~~Continuing Education external program partner~~the community. A criminal background check is also required.

SUPERVISION OF OTHERS:

The ~~Continuing Education Program VPI~~ Secretary does not have any supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The ~~Continuing Education Program VPI~~ Secretary is responsible and accountable to the ~~Director of Continuing Education VPI~~ for fulfilling, the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, social media outlets, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

The external contacts of ~~the Continuing Education Program Secretary this position are with the community include contact with the general public, Continuing Education vendors and program partners,~~ and local and state agencies.

The internal contacts of ~~the Continuing Education Program Secretary include this position are~~ administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves ability to work with minimal supervision and maintain confidential information. The person in this position must be able to work closely with the ~~Director of Continuing Education~~ Administrative Assistant to the VPI to assist in achieving the objectives of the program to meet mutually agreed-upon objectives within a specified period of time. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and a demonstrated commitment to the mission of a comprehensive community college. This position requires excellent communications skills, interpersonal skills, and the ability to work on collegial teams. The person in this position must have the ability to make day-to-day decisions consistent with College ~~procedures in the Continuing Education Program~~, must be detail oriented, have a demonstrated self-initiative, good communication skills, and strong commitment to service. This position requires effective written communication, the ability to handle emergency situations as they arise in the office, the ability to read and interpret departmental policies, procedures and instructions, and the ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, website, Facebook and other data on the computer is required.

WORKING CONDITIONS:

This position is performed primarily in a climate-controlled office environment with minimal exposure to atmospheric conditions and safety hazards. Job duties require little physical effort with light lifting for filing and shredding. This position may at times require evening and weekend work. Infrequent travel and occasional use of a personal vehicle is required in this position.

~~The Continuing Education Secretary works in an office environment readily accessible to the general public. The position involves heavy interaction with students, staff, community leaders and faculty. This position works with light, easy to handle materials requiring little physical effort. The Continuing Education Program Secretary is exposed to natural atmospheric conditions such as dirt, dust, etc. Minimal exposure to hazardous situations will be experienced. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional after hours may be required. Infrequent travel and use of a personal vehicle is required.~~

LAST MODIFIED: ~~June 25, 2013~~ October 24, 2023

Employee's Signature

Date

Supervisor's Signature

Date

Initials