

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT DEVELOPMENT CENTER ASSISTANT

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide support services for computerized and manual placement/assessment testing in the Student Development Center (SDC); proctor tests; process test scores; provide assistance to students throughout the assessment process and on a general basis in the SDC; perform a variety of typing, receptionist, data entry and retrieval, office support, and student service work to support the SDC.

REPRESENTATIVE DUTIES:

Provide technical and clerical support for placement testing in the SDC including proctoring tests, processing test scores and providing assistance to students throughout the assessment process; demonstrate and instruct students in the use of the multi-media facility. *E*

Assist students through the procedures of the computerized and manual placement testing including student verification and sign-in; participate as a test technician during tests; provide assistance and explain basic guidelines regarding procedures. *E*

Maintain and provide basic troubleshooting support of testing instruments/systems; maintain current knowledge of testing systems used in the SDC. *E*

Process test scores into course placement recommendations; input student identification and score data for program conversion into individualized narrative printouts which indicate recommended course placement for each respective test area including reading comprehension, sentence skills, and appropriate math level; maintain confidential student records. *E*

Respond to questions and provide information and assistance to students in the SDC including providing information and assistance regarding college transfers, admissions and registration, academic and vocational programs, community resources and other related areas as required. *E*

Operate and assure proper operation of computers, printers, and other equipment related to SDC operation; assist students and faculty in the safe and proper operation of equipment. *E*

Perform a variety of clerical tasks including answering phones, receiving and routing messages and creating brochures and schedules for use in the SDC; sort, date stamp and distribute incoming mail. *E*

Perform related duties as assigned.

August 2006

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Programs and services of the Student Development Center.
Current college placement testing procedures and related regulations.
Various computer guidance programs.
Operation of a computer terminal and data entry techniques.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Oral and written communication skills.

ABILITY TO:

Perform a variety of typing, receptionist, data entry and retrieval, office support, and student service work.
Operate a computer terminal to input and retrieve data.
Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Maintain confidential student records.
Compile and verify data and prepare reports.
Read, interpret, apply and explain rules and regulations.
Determine appropriate action within clearly defined guidelines.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in the behavioral sciences and two years general clerical experience, including one year of prior experience related to activities of the Student Development Center at the level of a community college or higher.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job the employee is required to perform light lifting, bending, standing walking and sitting for extended periods of time; speak and hear to exchange information; use hands and digits to type or handle materials.

Student Development Center environment; subject to considerable distractions and interruptions.