INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Program Assistant

LOCATION: Main Campus, Fort Pierce

SUPERVISOR: Laura Kelley, Program Director, Fielden Institute of Lifelong Learning
Ann Decker, Executive Director, IRSC Foundation

ADMINISTRATOR: Ann Decker, Executive Director, IRSC Foundation

CLASSIFICATION: Part-time Support

SUPERVISORY: No

FLSA STATUS: Non-Exempt

CLASS: 2

FUNDING: II

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- An Associate’s degree and/or supplemented by equivalent number of years of professional experience as it relates to the specific duties and responsibilities for the position;
- Professional experience in an office setting;
- Strong oral and written communication skills;
- Organization and office skills, the ability to work independently with minimal supervision and be self-motivated;
- Ability to maintain strict accuracy and be detail oriented;
- Ability to interact well with others with a specific enthusiasm for the older adult;
- Well-developed interpersonal skills, good judgment, and discretion;
- A strong work ethic;
- Ability to maintain confidentiality as well as possess the ability to be a “Team Player.”

In addition to being proficient in Window XP OS, must know how to use:

- Microsoft Office: MS Word, MS Excel, MS Outlook
- Microsoft Access Database
- Shared networks
- Familiar with Raiser’s Edge, membership and events a plus
- Familiar with publishing and photo software a plus

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Assisting the Program Director in any delegated exercises related to the programs of the Institute;
- Maintenance of program records, reports, rosters, guest lists, and RSVPs;
- Coordinating/scheduling the Institute programs, advisory committee, peer leaders, work groups, and office volunteers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Maintain program records and reports
2. Assist with scheduling and set up of all programs
3. Assist with printed and electronic program presence
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

4. Maintain accurate rosters, guest lists, RSVPs and attendance
5. Assist with the copy, proofing and confirmations of all programs
6. Provide program assistance at all delivery sites including but not limited to, branch campuses
7. Maintenance of LLI program history including feedback forms
8. Coordinating with administrative assistant, Member Relations
9. Assist program director with member advisory committees and work groups
10. Assist with marketing to and stewarding of membership with a concentration on peer leaders
11. Organizing and scheduling office volunteers to assist
12. Assisting where and when assigned as a part of the IRSC Foundation team
13. Completing other duties and responsibilities as assigned.

ESSENTIAL PHYSICAL SKILLS:

The essential physical skills for this position include being physically able to assist with transporting of program materials and office supplies. This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, use ladders and other equipment, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, scanner, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

_______________________________  ______________________________  _________________________
Applicant/Employee Printed Name    Applicant/Employee Signature    Date