INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Technical Assistant I

LOCATION: Main Campus, Fort Pierce

CLASSIFICATION: Part Time Support  CLASS: F

SUPERVISORY: No  FUNDING: I

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- Bilingual in English/Spanish or English/Haitian Creole;
- Minimum GED or High School Diploma;
- Computer Literate in MS Word, Excel and Outlook;
- Ability to maintain strict accuracy and be detail oriented;
- Customer service experience;
- Strong verbal and written communication skills.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities for this position include, but are not limited to:

- Greeting and assisting the public via telephone and face-to-face in a friendly professional manner;
- Taking and transmitting accurate telephone messages;
- Conducting initial student intake; scheduling students for the CASAS and facilitation appointments;
- Communicating effectively with students, full and part-time staff and adjuncts.

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

- Assisting individuals with the application/intake process including completing applications and registration forms and administering basic intake questionnaire(s) to assist in determining placement test level;
- Inputting non-credit applications, registrations and other information into the Mariner system;
- Copying, filing, and making phone calls to students for retention/follow-up;
- Other supervised tasks as assigned.
ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, computer, copier, fax, 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 position 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