

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Clerical Assistant II

Dept/Program: Humanities Division Office

Submitted by: Diane Boynton

PT/FTE: Part-time, 19 hours/week, 9 months/year

New or Replacement: Replacement

Service Category: 3, Step A

Salary/Benefit Costs: \$13.80 per hour (no benefits)

Total Costs: \$10,225.80

Funding Source: Division budget

Are there Salary Savings: No

Description of duties and responsibilities:

Perform a variety of responsible clerical support activities related to an operational department and/or program. Receive supervision from the Humanities Division Chair within a framework of standard policies and procedures. Exercise good judgment and tact; provide information on procedures, standards, and requirements where applicable; establish and maintain good public relations with staff, students, and the community at large.

Special Considerations:

As the largest division on campus, the Humanities Division supports approximately 60 full- and part-time faculty. The Division Office Manager and the Clerical Assistant II assist faculty with typing, copying, and meeting instructional needs. They also provide information to students regarding English placement and challenge tests, division course offerings, locations of faculty offices, etc

Does Position act as an entry point for the college? Should it be bilingual?

The position is not an entry point, though potential students occasionally stop by. Being bilingual would be a desirable characteristic rather than a requirement for the position

What would happen if this position weren't approved?

The office's ability to prepare the division's course schedule, complete necessary documents, provide information to students, assist faculty with textbooks, maintain the division's budgets, purchase instructional supplies, and respond to the challenges associated with the division's approximately sixty faculty would be severely hampered.