



JOB DESCRIPTION

Job Title: Adult & Career Development Technical Assistant

Date: September 26, 2017

Department: Adult & Career Development (ACD)

Prepared By: Kevin Arnold

Reports Directly To: Business Development Manager, Business & Industry Services (BIS)

Position Closing Date: October 11, 2017

Job Group: G
Salary Range: TBD

Exempt

Certified

Non-Exempt

Specially Funded

Primary Function of Position:

Provides assistance and support for the Adult & Career Development (ACD) programs and services in order to efficiently and effectively offer continuing education for professional licensure and short-term, open-enrollment courses to the community. This position ensures classrooms are scheduled appropriately and curriculum/class materials are ready for classes in a timely and accurate manner. Frequent customer-oriented interaction with ACD team members, Information Technology Services, Facility Management, Copy Center, and the Career Planning Center as well as other Francis Tuttle colleagues is critical to the effectiveness of this position. Excellent customer service and interpersonal skills, organizational skills, attention to detail, problem solving and multi-tasking skills are required.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Works with ACD Specialists to obtain new or updated curriculum from instructors.
2. Updates and maintains current electronic and hard copy of ACD curriculum, scanning curriculum as needed.
3. Obtains class list from "Info Central" report weekly.
4. Prepares materials for ACD classes which are held on Francis Tuttle's four campuses.
5. Responsible for assembling copies of curriculum and textbooks at least two weeks prior to start date for each class.
6. Arranges for delivery of curriculum and materials to other Francis Tuttle campuses.
7. Schedules classes in appropriate rooms on Francis Tuttle's Rockwell Campus using Event Management System Software.
8. Works collaboratively with ACD team members to re-schedule classes which have been canceled due to unforeseen events such as inclement weather.
9. Cancels rooms as needed from "class cancellations" notice.
10. Orders books and supplies for ACD classes.
11. Meets daily with ACD Evening Supervisor to coordinate transport of class curriculum and materials to appropriate classrooms.
12. Assists in preparing reports as needed in a timely and accurate manner.
13. Assists BIS Computer Training Specialist with class paperwork and curriculum.
14. Works collaboratively with ACD team members, Information Technology Services, Facility Management & Development, Copy Center, the Career Planning Center and other Francis Tuttle colleagues.
15. Ability to be present on the job as described under work conditions and contract details.
16. Other duties as assigned

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required
- Related work experience
- Ability to work independently with limited supervision and direction
- Ability and desire to maintain/manage an efficient, well organized office area
- Ability to excel in a fast paced work environment by prioritizing tasks and projects
- Ability to understand and meet critical deadlines
- Exceptional verbal and written communication skills
- Strong written communication demonstrated in both letter and email
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint)
- Excellent keyboarding and proofreading skills
- Excellent customer service and interpersonal skills, organizational skills, attention to detail, problem solving and multi-tasking skills are required
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization
- Incumbent in this position must be reliable, dependable, and punctual in attendance

Working Conditions:

Long periods of sitting, ability to lift 10-25 lbs; low-level machine noise is encountered the majority of every day; concentrated visual effort is required; extensive communication with internal and external customers.

Organizational Relationship:

Full-time, non-exempt personnel position reports directly to the Business Development Manager, Business & Industry Services.

Contract Details:

Twelve month contract subject to annual renewal. Working days/hours; Monday through Friday, 8:00 a.m. – 4:30 p.m.

Salary:

Job Group G

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

EOE