

**JOB TITLE: Corporate and Continuing Education Services Assistant**  
**CLASSIFICATION:N-4**

**SUPERVISION GIVEN: none**

**REPORTS TO: Executive Director of Corporate and Continuing Education Services**

**GENERAL PURPOSE AND SCOPE OF POSITION:**

Provides assistance and clerical support to the Executive Director of Corporate and Continuing Education Services.

**DUTIES AND RESPONSIBILITIES - Corporate and Continuing Education Services**

- ◆ Compose and prepare correspondence and intra-institutional communications
- ◆ Maintain all departmental files and records
- ◆ Complete travel arrangements, when necessary
- ◆ Prepare requisitions and order all books and materials
- ◆ Complete arrangements for and /or assist in preparation of meetings, luncheons, and seminars/workshops
- ◆ Attend and keep minutes, where applicable
- ◆ Prepare information for reports
- ◆ Utilize word processing skills in preparation of correspondence, promotional materials, instructional materials, etc.
- ◆ Maintain positive relationship with Corporate and Community personnel
- ◆ Follow-up billing and completion of Continuing Education training (evaluations, certificates of completion, etc.)
- ◆ Receive and screen telephone calls
- ◆ Sort and screen in-coming mail
- ◆ Greet and receive visitors
- ◆ Assist in scheduling and registration of CCES offerings
- ◆ Assist with the process of locating and hiring departmental faculty
- ◆ Assist in designing and marketing departmental courses
- ◆ Serve as liaison and support for departmental faculty; prepare outlines and attendance sheets for courses
- ◆ Build CCES courses on SIS (screens 129-133)
- ◆ The above list is not to be construed as an exhaustive list. Duties logically associated with this position may be assigned.

