

# **Roanoke Higher Education Center Position Description**

Job Title: **Career Center Assistant (Part-Time) (Grant Funded)**  
Date: August 2023  
FLSA Status: Non-Exempt  
Department: Academic and Student Services  
Reports To: Senior Director of Academic & Student Services

## **SUMMARY**

This individual provides administrative support to the RHEC Career Center and works directly with students who wish to utilize the Career Center to build professional skills and prepare to enter the job market and with businesses who wish to recruit RHEC students and graduates. The Career Center Assistant reports to the Senior Director of Academic Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assisting students to explore education and career options
- Answering phone calls, greeting visitors, responding to email inquiries and making referrals;
- Scheduling meetings, trainings, workshops and other programs;
- Assists with job fairs, open house events, onsite interviewing, and other student focused activities;
- Schedules and maintains master calendar of career center events and activities;
- Preparing reports, presentations, marketing materials and mailings;
- Connects with representatives of business and industry to assist in the most effective use of Career Center services;
- Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, emailing, data entry and record keeping;
- Prepares and proofreads documents, reports, and general correspondence as well as maintaining an organized and effective filing system;
- Maintains contact management system;
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Works as a “team player” with all RHEC staff to meet the expectations of the students, members, and the community showing respect for individual diversity.
- Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **JOB KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be proficient in Microsoft Word, Excel, Power Point and the Internet.
- Excellent interpersonal, customer service, organizational, planning, verbal and written communication skills are required.
- A professional appearance and telephone manner are essential.
- Ability to work independently with limited supervision.
- Must have knowledge of office administrative procedures.
- Must be able to utilize and operate standard office equipment.
- Must have the ability to handle sensitive and confidential information. Position requires demonstrated poise, tact, and diplomacy.

## **EDUCATION AND/ OR EXPERIENCE**

- High School Diploma and some college level coursework
- At least one year of experience working in an educational setting
- Strong professional writing skills
- Proficiency with Microsoft Office Suite (including Outlook) and Internet research

## **WORK HOURS**

Typical hours of work are from 8:30 a.m. to 1:30 p.m. Monday through Friday. However, some afternoon and/or evening hours may be required for special Career Center events.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; possess manual dexterity; and be able to talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Approved by Kay Dunkley, Ed. D.

**ACKNOWLEDGEMENT**

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee's Name (Please Print)