



## Job Description

Job Title: Adult Education Hiset CCCR – Student Employment  
FLSA Status: Non-Exempt, Part-Time  
Grade: NA - Student  
Department: Academic and Student Affairs  
Reports to: Adult Education Director and Instructor

## Job Summary

The Student Assistant/Adult Ed. CCCR will perform office duties and aid students entering the Adult Education program. They will work with various technologies including but not limited to typing, printing and using Microsoft Products. The work schedule will be based on Mon-Fri 8am to 5pm. This position's main purpose is student and instructor service related to all aspects of the Adult Education program.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodation, the essential functions of the position as detailed in this section.)*

- Explain program to potential students via phone email and face to face.
- Assist Instructors during student intake with paperwork and student questions.
- Record student distance hours and maintain student records.
- File student records on a weekly basis and scan records to Adult Ed. Database.
- Other duties as assigned.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Must be currently enrolled at Gillette College with a minimum of 6 credits.
- Must be in good conduct as stated in the Student Handbook.
- Must have a cumulative GPA of 2.0 or greater.

## Competencies for Successful Performance

### Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- MS Office software (Word, Outlook, Excel, etc.).

**Ability to:**

- Work in a public service area including answering and making phone calls.
- Be self-motivated and able to work well under variable directives and situations.
- Learn on the job and apply creative solutions to routine functions and processes.
- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Work with frequent interruptions.

**Skill in:**

- Excellent customer service skills.
- Excellent written and oral communication skills.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

**Supervisory and Management Responsibility**

- None

**Physical Demands** *(The physical demands described below are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Remaining in a stationary position, often standing or sitting for prolonged periods.

**How To Apply:**

Visit [www.gillettecollege.org](http://www.gillettecollege.org) for the application. Email completed GCCD application to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

**Equal Opportunity and Affirmative Action Employer**

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