

## Colorado Mountain College Position Description

Title: Administrative Technician: Part-time, maximum 28 hours per week.  
Program: TRIO Upward Bound West Garfield  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$17.28 per hour

### Primary Responsibility

Under the supervision of the TRIO Upward Bound Director, the Administrative Technician works in support of the TRIO Upward Bound West Garfield Program at Colorado Mountain College Rifle Campus, providing a variety of technical, operational, clerical, and student-service duties. All duties must be performed to standards and within guidelines established by Colorado Mountain College and the U.S. Department of Education, TRIO.

### Pre-requisites for Position (Qualifications Standards)

Education, Experience and Training Sufficient for the rigors of the position, for example: Associate's Degree or two-year college certificate, vocational school or technical program beyond high school, business college or similar training efforts and 1 year related work experience, or High School Diploma/GED and 2 years related work experience. Associate Degree in Office Administration or related field and experience and/or familiarity with the populations served by TRIO Upward Bound programs preferred. Conversational Spanish language skills are strongly preferred. The ideal candidate will have previous TRIO, or similar program experience, either as a professional or as a served student.

Knowledge of: variety of standard administrative and business methods and procedures; standard Microsoft Office software, filing and bookkeeping procedures.

Ability to: read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task and work in a fast paced environment; problem solve; meet deadlines; strong verbal, organizational, and interpersonal skills. As a position involving grant recordkeeping, ensuring the tracking and meeting of objectives, candidates must have strong clerical and data-handling skills.

Applicants must demonstrate a commitment to work in a culturally competent environment and the ability to effectively interact with students, employees, and community members with diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

## Essential Duties

1. Manage all office functions including, but not limited to: recording staff meetings, administering all hiring processes, scheduling meetings, office reception duties, answering student and parent correspondence;
2. Enters data; processes forms and documents; tracks data; prepares reports; initiates student pertinent follow-up efforts to keep accurate records and contact information on file;
3. Assist in record keeping, preparation, and submission of the Annual Performance Report submitted to the U.S. Department of Education every year;
4. Provides general clerical/technical support to program staff, including but not limited to, generating monthly reports for staff to track students, services, and progress;
5. Monitor program budget with monthly reports to the Director;
6. Pay program expenses using CMC and federal procedures;
7. Processing and maintenance of confidential student records;
8. Manage electronic and hard copy filing system, conduct file audits for accuracy;
9. Production and processing of documents;
10. Maintains employee records; provides information and/or training as needed;
11. Gathers; coordinates; and assembles newsletter/brochures information, activity and event programming coordination and scheduling; prepares and/or assists in development of instructional and educational materials and publications;
12. Participate in the program planning and support for the implementation of program initiatives, including evaluation and reporting;
13. Participate in college visits and cultural activities with students and staff as needed;
14. Assist in Summer Program held at CMC Spring Valley Campus in Glenwood Springs every summer during the month of June;
15. Assists with translation and interpretation from English to Spanish, as needed;
16. Performs other duties as assigned.

## Special Conditions of Employment

Successful completion of a background check is required. May require travel within the college district and occasional travel outside of the district, altered work schedule and/or occasional evening/weekend hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

## Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs. occasionally up to 50 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Supervision of the Position

This position receives general supervision from TRIO Upward Bound Program Director.

*Position description drafted by: Yesenia Arreola*

*Date: July 3, 2018*

HR Reference Information

Position category and code NE 514000

Date of review 07.2018

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.