



JOB TITLE: PROFESSIONAL DEVELOPMENT ASSISTANT

Classification: Classified
Salary Range: 28

Retirement Type: PERS*
Board Approved: December 16, 2013

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, assist in various clerical/administrative and operational duties related to the Professional Development Office. Assist in the design, development and presentation of performance support learning applications for various campus processes utilizing a variety of multi-media applications.

REPRESENTATIVE DUTIES:

Coordinate all supporting activities and administrative functions of the office.

Perform a variety of functions using an online registration and tracking software as they relate to workshop set-up, monitoring of attendance and assisting faculty and staff with enrollment and user issues.

Using related database programs, compile and analyze data relating to the professional development activities for all employees, monitors faculty Flex hours, individual projects, conference attendance and prepares ad hoc reports.

Assist the coordinator in analyzing and developing appropriate training materials and delivery formats for a variety of college-wide functions and programs.

Work with various department staff to develop multi-media training materials addressing critical procedures/processes within their departments and follow-up recommendations for improvement.

Maintain department social media and web content.

Independently coordinate, prioritize and monitor workflow and projects.

Assist with the marketing of professional development projects by creating electronic flyers, announcements and publications.

Conduct and assist with logistics and face-to-face daily operational training.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to an associate degree and two years of experience supporting professional development and training

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Computers and emerging technologies, a broad range of presentation applications for multi-media training, and MS Office Suite (Word, Excel, PowerPoint, Outlook, Access and Publisher)

Modern office practices, procedures and equipment.

Principles of assessing, developing and providing training and workflow direction.

Abilities/Skills:

Communicate effectively orally and in writing.

Learn and apply new hardware and software applications.

Work effectively and harmoniously with faculty and staff.

Analyze situations and adopt an effective course of action.

Organize day-to-day operations and maintain records.

Assist managers, supervisors and staff with training delivery solutions and applications.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Work independently.

WORKING CONDITIONS:

Extensive computer work.

Interaction with faculty and staff members.

May include long periods of standing and/or sitting.

Move from one work area to another, as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.